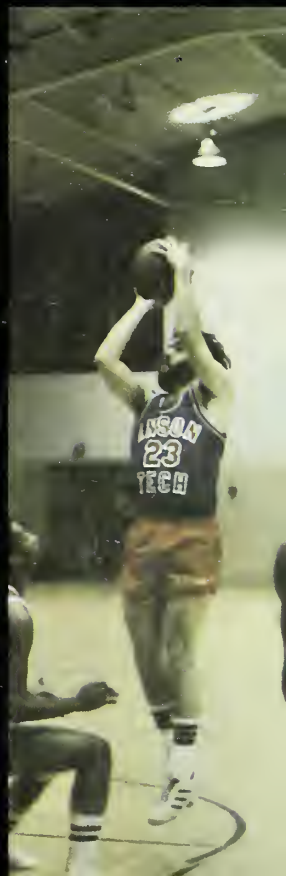
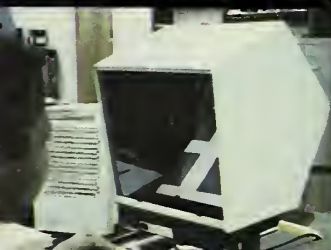




ANSON TECHNICAL COLLEGE 1981-83





ANSON TECHNICAL COLLEGE
GEN. WILLIAM A. SMITH CAMPUS

Anson Technical College

WILLIAM A. SMITH CAMPUS

P. O. Box 68

Ansonville, North Carolina 28007

704/826-8333

LEONIDAS L. POLK CAMPUS

P. O. Box 126

Polkton, North Carolina 28135

704/272-7635



Photo by Jo Rissanen

GENERAL CATALOG — STUDENT HANDBOOK 1981-1983

Anson Technical College is fully accredited by the Commission on Colleges of the Southern Association of Colleges and Schools.

Volume 6

An Equal Opportunity College

1981

ANSON TECHNICAL COLLEGE

Anson Technical College publishes this catalog for the purpose of providing students and other interested persons with information about the College and its programs. The provisions of the catalog are not to be regarded as an irrevocable contract between students and Anson Technical College. The Institute reserves the right to change any provisions, requirements, or schedules at any time or to add or withdraw courses or program offerings. Every effort will be made to minimize the inconvenience such changes might create for students.

Anson Technical College is an equal opportunity educational institution and employer. The College does not practice or condone discrimination, in any form, against students, employees, or applicants on the grounds of race, color, national origin, religion, sex, age, or handicap, consistent with the Assurance of Compliance with Title VI and VII of the Civil Rights Act of 1964, Executive Order 11246, Title IX of the Education Amendments of 1973, and the Rehabilitation Act of 1973.

VISITORS

Visitors, and in particular prospective students, are always welcome at Anson Technical College. The Dean of Students will provide guide service for groups or individuals during day or evening hours when the college is open. Questions about the college and its programs will be answered by a member of the Student Services office.



General William A. Smith

General Smith, a native of Ansonville and a Civil War Veteran, was dedicated to the welfare of the youth of his community. Evidence of this concern is reflected in the trust fund established by him for support of vocational training of future generations in the Ansonville area.

A MESSAGE FROM THE PRESIDENT

Anson Technical College exists to provide individuals with a quality education designated to help them enjoy a successful life. Our programs of study allow the individual to choose courses which will increase his earning power and enrich his understanding of life. Our students come from many different backgrounds, but each one can gain the education necessary to enter new career fields or upgrade job skills. Anson Technical College offers our students an education that has the positive power of meeting real economic and inner needs in their lives.

Anson Technical College helps the individual reach his goals by providing a wide range of college courses in technical, vocational, and general education subjects. Each course leads the student toward an award of a diploma, degree, or certificate. Highly qualified instructors help the student gain knowledge and skills. The staff of Anson Technical College takes the time to make sure the student has the latest tools for learning, and personal help with the details of his education. Personal attention, highly skilled instructors, vital study programs, and good equipment insure the student of a quality education.

An education at Anson Technical College rewards the student in many ways. His new skills will assist him in qualifying for new positions. A better paying job will allow him to buy more needed goods and services. Personal satisfaction is gained by mastering skills which will help him, the individual, cope with the challenges of a technological age.

H. B. Monroe, President

ANSON TECHNICAL COLLEGE

THE MEMBERSHIPS AND APPROVALS:

*Ansan Technical College is a member
of*

American Association of Junior Colleges
American Technical Education Association
North Carolina Department of Community Colleges
Student Services Personnel Association
The Association of Occupational Curriculum
Directors and Supervisors
National Association of College and University Business Officers
Association of Community Colleges Business Officials

*Ansan Technical College is recognized and approved
by*

North Carolina State Board of Community Colleges
North Carolina Department of Community Colleges
North Carolina Department of Public Instruction
Division of Vocational Rehabilitation
North Carolina State Board of Nursing

*Ansan Technical College is accredited
by*

The Southern Association of Schools and Colleges
North Carolina Department of Community Colleges

ACADEMIC CALENDAR

FALL 1981

August 17	Monday	Pre-registration for Fall Quarter begins
September 8	Tuesday	Registration Day 9 a.m.-9 p.m.
September 9	Wednesday	Classes begin — Late registration
September 18	Friday	Last day for late registration
October 16	Friday	Mid term
November 16	Monday	Pre-registration for Winter Quarter begins
November 24	Tuesday	Fall Quarter ends at 10 p.m.

WINTER 1981-82

December 1	Tuesday	Registration Day 9 a.m.-9 p.m.
December 2	Wednesday	Classes begin — Late Registration
December 11	Friday	Last day for late registration
December 18	Friday	Christmas Vacation begins at 5 p.m.
January 4	Monday	Classes resume at 8 a.m.
January 28	Thursday	Mid Term
February 22	Monday	Pre-registration for Spring Quarter begins
March 2	Tuesday	Winter Quarters ends at 10 p.m.

SPRING 1982

March 8	Monday	Registration Day 9 a.m.-9 p.m.
March 9	Tuesday	Classes begin — Late registration
March 19	Friday	Last day for late registration
April 8	Thursday	Easter Vacation begins at 10 p.m.
April 13	Tuesday	Classes resume at 8 a.m.
April 19	Monday	Mid Term
May 17	Monday	Pre-registration for Summer Quarter begins
May 26	Wednesday	Spring Quarter ends 10 p.m.

SUMMER 1982

June 7	Monday	Registration Day 9 a.m.-9 p.m.
June 8	Tuesday	Classes begin — Late registration
June 18	Friday	Last day for late registration
July 2	Friday	Summer Vacation begins at 5 p.m.
July 12	Monday	Classes resume at 8 a.m.
July 22	Thursday	Mid Term
August 23	Monday	Pre-registration for Fall Quarter begins
August 30	Monday	Summer Quarter ends
August 30	Monday	GRADUATION

FALL 1982

September 7	Tuesday	Registration Day 9 a.m.-9 p.m.
September 8	Wednesday	Classes begin — Late registration
September 17	Friday	Last day for late registration
October 15	Friday	Mid Term
November 15	Monday	Pre-registration for Winter Quarter begins
November 23	Tuesday	Fall Quarter ends 10 p.m.

WINTER 1982-83

December 1	Wednesday	Registration Day 9 a.m.-9 p.m.
December 2	Thursday	Classes begin — Late registration
December 10	Friday	Last day for late registration
December 17	Friday	Christmas Vacation begins 5 p.m.
January 3	Monday	Classes resume at 8 a.m.
January 24	Monday	Mid Term
February 21	Monday	Pre-registration for Spring Quarter begins
March 2	Wednesday	Winter Quarter ends 10 p.m.

SPRING 1983

March 8	Tuesday	Registration Day 9 a.m.-9 p.m.
March 9	Wednesday	Classes begin — Late registration
March 18	Friday	Last day for late registration
March 31	Thursday	Easter Vacation begins 10 p.m.
April 5	Tuesday	Classes resume at 8 a.m.
April 19	Tuesday	Mid Term
May 16	Monday	Pre-registration for Summer Quarter begins
May 26	Thursday	Spring Quarter ends 10 p.m.

SUMMER 1983

June 6	Monday	Registration Day 9 a.m.-9 p.m.
June 7	Tuesday	Classes begin — Late registration
June 17	Friday	Last day for late registration
July 1	Friday	Summer Vacation begins 5 p.m.
July 11	Monday	Classes resume at 8 a.m.
July 21	Thursday	Mid Term
August 22	Monday	Pre-registration
August 29	Monday	Summer Quarter ends
August 29	Monday	GRADUATION



Photo by Anson Technical College Photography Department

TABLE OF CONTENTS

ACADEMIC CALENDARS	6
TRUSTEES, ADMINISTRATION, FACULTY AND STAFF	9
Board of Trustees	9
Administrative Trustees — General Wm. A. Smith Trust	10
Administration	10
Faculty	11
Part Time Faculty	12
Staff	14
GENERAL INFORMATION	15
History	16
Objectives	16
Purposes	16
ADMISSIONS POLICIES	18
TUITION AND FEES	22
FINANCIAL AID	24
ACADEMIC POLICIES	28
STUDENT SERVICES/STUDENT LIFE	34
LEARNING RESOURCE CENTER	48
EDUCATIONAL PROGRAMS/ASSOCIATE DEGREE	51
Accounting	52
Agricultural Technology	54
Business Administration	56
Commercial Art — Advertising	59
Commercial Art — Design	60
Commercial Art — Illustration	61
Funeral Service Education	62
General Education	64
Heating, Ventilating & Air Conditioning Technology	66
Industrial Management	68
Marketing and Retailing	70
Photography — Architectural	73
Photography — Commercial	74
Photography — Fashion	75
Photography — Journalism	76
Photography — Portrait	77
Printing Management	78
Secretarial Science — Executive	80
Secretarial Science — General Office Technology	82
Secretarial Science — Legal	84
Secretarial Science — Medical	86
Social Services Associate	88
Teacher Associate	90
EDUCATIONAL PROGRAMS/DIPLOMA	92
Auto Body Repair	94
Automotive Mechanics	96
Brick Masonry	98
Commercial Carpentry	100
Diesel Mechanics	102
Electrical Installation	104
Heating, Ventilating & Air Conditioning	106
Licensed Practical Nursing	108
Printing	110
Sewing Machine Mechanic	112
Welding Specialist	114
COURSE DESCRIPTIONS	116
COMMUNITY SERVICES	158
INDEX	161

BOARD OF TRUSTEES

	Term Expires
Linn D. Garibaldi, Chairman P. O. Box 682, Wodesboro, N.C.	1983
Tom W. Allen P. O. Box 117, Peachland, N.C.	1985
Joe Estridge P. O. Box 496, Ansonville	1987
Donald R. (Bobby) Huffman 311 W. Wode St., Wodesboro, N.C.	1989
F. Jeff Cloud, Jr. P. O. Box 38, Lilesville, N.C.	1989
W. Cliff Martin P. O. Box 37, Polkton, N.C.	1985
J. B. Watson, Jr. Box 337, Wodesboro, N.C.	1987
Mrs. Mary Louise Little 602 S. Greene St., Wodesboro, N.C.	1983
Thomas W. Bennett Route 1, Box 23, Wodesboro, N.C.	1983
Mrs. Lynda B. Ross P. O. Box 66, Ansonville, N.C.	1987
<u>William E. Webb, Jr.</u> 519 West Wode St., Wodesboro, N.C.	1985
Thomas H. Whitley Morven, N.C.	1981

ADMINISTRATIVE TRUSTEES GENERAL WILLIAM A. SMITH TRUST

A principal force in the establishment of Anson Technical College was the General William A. Smith Trust. Under provisions set forth in the will of the late Gen. Smith, the Administrative Trustees have provided support for this institution with funds for capital outlay and operating expenses.

BENNETT EDWARDS
112 E. Ashe Street
Wadesboro, N. C. 28170

JAMES A. HARDISON, JR.
First National Bank
P. O. Drawer 111
Wadesboro, N. C. 28170

MRS. MARY NELME GRIFFIN
Route 2
Wadesboro, N. C. 28170

ADMINISTRATION

- H. B. Monroe** **President**
B.S., M.S. State University of New York; Graduate Study Bucknell University; University of Missouri; Ed.D. University of Northern Colorado.
- Donnie N. Lowder** **Dean of Administration**
A.A. Central Piedmont Community College; B.A. Shaw University; M.A. Appolochion State University; completed the College Business Management Institute, University of Kentucky.
- James A. Keyzer** **Dean of Technology/Acting Dean of Instruction**
A.A. Wilson Technical Institute; B.A. Shaw University, Raleigh, NC; M.A. Appalachian State University, Boone, NC.
- Algie C. Gatewood** **Acting Dean of Students**
B.A. Livingstone College, Solisbury, NC; M.A. Appalachian State University, Boone, NC.
- Lois Crumpler** **Acting Dean of Community Services**
B.S. East Carolino University, Greenville, NC; M.A. Appolochion State University, Boone, NC; Additional course work at Pembroke State University, Pembroke, NC.
- Gary Haithcock** **Associate Dean of Administration**
B.S. UNC-Chapel Hill, NC.
- Sheila Martin** **Associate Dean of Administration**
B.S. UNC-Greensboro, NC.
- C. Denise Smith** **Counselor**
B.S. South Carolino State College, Orangeburg, SC; M.Ed. Virginia State University, Petersburg, Va.
- Steven H. Ward** **Counselor**
B.A. Appolachion State University, Boone, NC; M.A. Studies Appolachion State University.
- Judith A. Smith** **Director, Learning Resource Center**
B.S. University of Wisconsin, Oshkosh, WI; MS.E. University of Wisconsin Oshkosh, WI; Doctoral Studies Nova University.
- Anna Baucom** **Financial Aid/Veterans Coordinator**
B.S./B.A. University of North Carolino-Chorlotte, NC.
- Rev. Terry Taylor** **Chaplain**
B.A. Kentucky Wesleyan College; M.Div. Episcopalian Theological Seminary in Kentucky.

FACULTY

- John Baucom. Psychology
B.S. University of Tennessee, Chattanooga, TN; M.A., Azusa Pacific College, Azusa, CA.
- Patricia Bivens. Project Director II
A.A. Wingate College, Wingate, NC; B.A. UNC-Charlotte, NC; Additional course work, Winthrop College, Rock Hill, SC.
- Clay Carpenter. Chairman of Transportation & Mechanic
B.S. Pfeiffer College; Brevard College; Nashville Auto Diesel College; Fire Service Training, NC State University.
- Dottie D. Cycotte. Commercial Art
B.S. Pembroke State University, Pembroke, NC.
- A. Haynes Dunlap. Photography
Course work at UNC-Chapel Hill; National School of Photography, Washington, DC; New York Institute of Photography, New York, New York.
- Edwin Dean Gilbert. Chairman of Graphic Arts
B.S.A./M.A. Appalachian State University, Boone, NC.
- John Edgar Gray, III. Project Director II
B.S. Pembroke State, Pembroke, NC.
- Rosemary Hayman. Chairman of General Education
B.S./M.A. Peabody College, Nashville, TN.
- Vicki Holt. Secretarial Science
B.S. Concord College, Athens, West Virginia; Additional MS. BEd. Studies UNC-Greensboro, Greensboro, NC.
- Sharon Ledbetter. Project Director II
B.A. Fayetteville State University, Fayetteville, NC.
- Sarah Lee. Chairman of Health Occupations
B.S. UNC-Greensboro, NC; M.A. Appalachian State University, Boone, NC.
- Herman Little. Job Development Specialist
A.A.S. Anson Technical College, Ansonville, NC.
- Richard Mayberry. Visiting Artist
B.S. University of South Florida; M.F.A. Queens College.
- William T. McNeill. Math/Physics
B.S./M.A. Appalachian State University, Boone, NC.
- Carl E. Oppermann. Economics
B.S. University of South Carolina; M.S. Murray State University, Murray KY.; Ed.D. Nova University.
- Marilyn Robertson. Business Technologies
B.A. Pfeiffer College; M.A. Appalachian State University, Boone, NC.
- Elmon Russell. Chairman of Business Technologies
B.S. UNC-Chapel Hill, NC; M.A. Appalachian State University, Boone, NC.
- Susan Scheirer. Librarian
B.A. Heidelberg College, Tiffin, Ohio; M.A. East Carolina University, Greenville, NC.
- Wyatt Seigler. Carpentry
- Betty R. Spearman. Librarian
B.A. Barber-Scotia College, Concord, NC; M.L.S. University of Greensboro, Greensboro, NC.

TRUSTEES, ADMINISTRATION, FACULTY AND STAFF

- Philip O. Whitaker Chairman of Construction Technologies
A.A.S. Ansan Technical College, Ansonville, NC; Additional course work Carrier Service
Schaal and Central Piedmont Community College.
- Nathaniel White Marketing & Retailing
B.S./B.A. East Carolina University, Greenville, NC; M.B.A. East Carolina University, NC.
- Elmer Williams Project Director II
B.A. Livingstone College, Salisbury, NC; Course work at A & T State University, Greensboro,
NC.

PART-TIME FACULTY

- Joslyn Allen English
B.A. East Carolina University, Greenville, NC; M.A. UNC-Charlotte, Charlotte, NC.
- Ruby Bivens History
A.B. Chowan College, Murfreesboro, NC; University of North Carolina-Charlotte, NC.
- Jim Black Psychology
M.A. Florida Atlantic University
- David Blalock Commercial Art
Course work at UNC-Chapel Hill, Ringling School of Art
- William T. Brooks Business
B.A. Pfeiffer College, Misenheimer, NC; presently working on M.B.A. Queens College, Charlotte, NC.
- Julius Cohen Business
B.S. N.C. State University, Raleigh, NC; A.A.S. Ansan Technical College, Ansonville, NC.
- Douglas Cooper Business
B.S./B.A. Appalachian State University, Boone, NC.
- Richard Crider Photography
A.A.S. Ansan Technical College, Ansonville, NC.
- William Dunlap Math/Physics
Diploma, National Radio Institute, Washington, DC.
- Janie Durland History
A.B. Furman University; M.A. Duke University.
- Joseph Dutton Business
B.S.B.A. Wingate College, Wingate, NC
- Glenn Godwin Automotives
NIASE Certified
- Linda Griffin Business
B.S. Wingate College, Wingate, NC.
- Donald Hopkins Automotives
A.A.S. Ansan Technical College, Ansonville, NC.
- Terry James Masonry
- Ronnie Jarman Auto Body Repair
Diploma Central Piedmont Community College, Charlotte, NC.
- Willie Jordan English
B.A. UNC-Chapel Hill
- John Lowe Business
B.S. Pembroke State University, Pembroke, NC.

Lawrencette McSwain	Nursing
A.D.N. Coborrus Hospital School of Nursing; Additional B.A. Studies, Wingate College	
John Potter	Industrial Relations
N.C. State University, Raleigh, NC.	
Elon Ross	HVAC
Diploma Anson Technicol College, Ansonville, NC.	
Marguerite Royals	Learning Resource Center
B.A. Bennett College, Greensboro, NC; M.L.S. North Carolino Central University, Durham, NC.	
Estelle Shelton	Adult Basic Education
A.A.S. Anson Technicol College, Ansonville, NC.	
Paula Smith	Nursing
Diploma N.C. Boptist Hospital School of Nursing; Additional B.S. Studies, UNC-Chorlotte	
Cletus Surratt	Welding
James N. Sweeney	Agriculture
B.S. South Carolina State University, Orangeburg, SC; Additional M.A. Studies, Appolochion Stote University, Boone, NC.	
Charles Trull	Electrical Installation
Edward Gene Tucker	Electrical Installation
William Turner	History
B.S. Solisbury State University, Solisbury MD.	
David Whitesides	Commercial Art
A.A.S. Anson Technicol College, Ansonville, NC.	



Photo by Tommy Smith

STAFF

Frances Burris	Secretary, Dean of Students A.A.S. Anson Technical College, Ansonville, NC.
Betty Huntley	Secretary, Dean of Administration A.A.S. Anson Technical College, Ansonville, NC.
Elizabeth Kersey	Secretary, Dean of Instruction A.A.S. Anson Technical College, Ansonville, NC.
Joyce Kiker	Secretary, President A.A.S. Anson Technical College, Ansonville, NC.
Deborah Goodwin	Secretary, Student Services A.A.S. Anson Technical College, Ansonville, NC.
Denise Speight	Secretary, Acting Dean of Instruction
Lee Byrd	Janitor
Cylathia Borden	Maid
Kathy Moore	Secretary, Community Services A.A.S. Anson Technical College, Ansonville, NC.
Willie Oliver	Grounds Keeper
Gennie Edwards	Registrar Clerk A.A.S. Anson Technical College, Ansonville, NC.
Ronnie Sikes	Printing Clerk A.A.S. Anson Technical College, Ansonville, NC.
Charlene Martin	Library Clerk
Denise Caudle	Secretary, Business Office A.A.S. Anson Technical College, Ansonville, NC.
Patricia Taylor	Assistant Bookkeeper A.A.S. Anson Technical College, Ansonville, N.C.; Additional course work at Wingate College, Wingate, NC.
Nancy Coggin	Secretary, Student Services
Margaret Walls	Secretary, Community Services Course work, Anson Technical College, Ansonville, NC.
Lorene W. Randall	Library Clerk A.A.S. Anson Technical College, Ansonville, NC.
Marjorie Gainey	Recruiter A.A.S. Anson Technical College, Ansonville, NC; Additional course work at Wingate College, Wingate, NC.
Harold J. Dillehay	Bookstore/Snackbar Operator A.A.S. Kings College, Charlotte, NC.
Minnie Crowder	Maid

General Information



Photo by Lisa Fields

Admissions Policies

HISTORY

Anson Technical College was originally designated as the Ansonville Industrial Education Center in November, 1962 by action of the State Department of Public Instruction. Many local citizens were instrumental in securing this operation for the Anson County area. Trustees of the General William A. Smith Trust, public school officials, and individuals interested in a wider range of educational opportunities for local residents completed arrangements for the establishment in Ansonville. The Center was supported by state, local, federal and Smith Trust Funds.

From this beginning in 1962, the Ansonville Industrial Education Center made steady progress. Classes were offered in many parts of Anson County in addition to those held at the Center.

On December 2, 1967, a local board of trustees was officially appointed by the Anson County Board of Education and the County Commissioners. As a result, the Ansonville Industrial Education Center became Anson Technical Institute, a unit of the Department of Community Colleges of North Carolina.

In 1971, Anson Technical College was chartered in its own right by the North Carolina Department of Public Instruction. Anson Technical Institute became Anson Technical College in 1979.

OBJECTIVES

Anson Technical College's primary objective is to provide maximum educational and training opportunities for all persons interested in improving themselves. To attain the objective, the College's Board of Trustees and its administrators subscribe to the "open-door policy" which insures that low-cost or tuition free educational and training programs are available at all levels of learning. In their judgment the teaching of reading to an adult who cannot read is just as important as preparing a student to enter industry as a tradesman or technician; likewise, equipping the unskilled with a useful skill is as important as developing an untrained mind to a professional level. Thus, the college does not impose restrictive admission standards which may deny college entrance to students who may have a need for its educational and training programs. Aptitude and placement tests, when given, are administered solely to determine a student's potential for success in the program of his choice. When test scores do not indicate a readiness for the desired program of study, the student may be referred to the Directed Studies Laboratory; or he may be counseled to select a more suitable program in which he will likely have a better chance to succeed.

PURPOSES

Anson Technical College's purpose is to meet the educational and training needs of adults, 18 years of age or older. Specifically, the college wants to offer quality programs in the following areas:

1. Basic educational programs designed to meet the needs of people who did not complete high school.
2. Vocational programs to prepare people, including employed citizens

who need training or re-training, for employment in business, industry, government, agriculture, and service occupations.

3. Technical programs to prepare people at the technician or semi-professional level for employment in business, industry, government, agriculture, and service occupations.
4. General Educational program for those desiring to pursue knowledge which will enhance their understanding of the world around them.
5. Continuing education courses and programs designed to provide people with the opportunity to upgrade their skills or to enrich their lives.



Photo by Anson Technical College Photography Department

ADMISSIONS POLICY

Anson Technical College, encompassing an “open door” policy, does not impose restrictive standards for admission to the college. Admission to Anson Technical College is open to all qualified persons 18 years of age or a high school graduate without regard to race, creed, color or sex. Before a student is admitted to any curriculum, an interview with the counseling staff and/or Dean of Students is held to review the applicant’s high school or post secondary education transcripts to determine if the student will experience success in their chosen curriculum.

A high school diploma or recognized equivalency is required for admission to all associate degree programs at Anson Technical College. An exception may be made for the individual who, upon evaluation by the professional staff of the Student Services Office, appears to possess the necessary competency, background, motivation, and maturity to succeed in a specific curriculum.

While a high school diploma is desirable, it is not mandatory for entrance into the diploma programs except Licensed Practical Nursing. A person with less than a high school education may be accepted on the basis of experience and ability, applicants for Licensed Practical Nursing should refer to the nursing admissions policy.

PROCEDURE

To be admitted, individuals must:

1. Complete and return the application form.
2. Applicant should request a transcript sent from high school and other post secondary institution that he/she has attended.
3. Have a pre-admissions counseling session with a counselor.
4. Due to special nature of some programs, there may be additional requirements. These include: Unclassified Student status and Licensed Practical Nursing Program. Refer to specific admission policies for these programs in the catalogue.
5. Register for classes on published registration dates.

UNCLASSIFIED STUDENT STATUS

A student may enroll for up to two full quarters of credit as an unclassified student without specifying an educational objective. To continue beyond this point, the student must declare his/her objective and complete all regular admission procedures.

TRANSFER CREDIT

Transfer students may enter Anson Technical College upon meeting requirements as outlined in the section on admission procedures.

Previous work will be reviewed for possible credit. Official transcripts of previous course work must be provided by the student to the Student Services Office. Where subject content and length of course are comparable with those in the curriculum applied for, credit may be allowed for grades of C or above. Transfer credit will not influence the student’s grade point average while attending Anson Technical College.



Photo by Faye Brown

ADMISSIONS TO CONTINUING EDUCATION PROGRAMS

Any person who is 18 years old or a high school graduate is eligible to enter a Continuing Education program. Further information is available in the Community Services section of this catalog or from the Community Services Office, N. C. Phone 704-694-6505.

NURSING ADMISSIONS POLICY

Candidates for the Practical Nursing Program are required to take admissions tests and interview with the Admissions Committee before acceptance. The highest ranked candidates shall be selected to enter the Practical Nursing Program.

The Admissions Committee will review and accept the highly qualified candidates that exceed the following admissions requirements between April 15 and August 15 of each year:

1. Submission of Anson Technical College application for admission
2. Minimum of 4 stanines for numerical ability
Minimum of 4 stanines for reading skills
Minimum of 4 stanines for language usage
Applicants may be considered for admission provided they achieve at least 1 of the minimum scores in the American College Testing Career Planning Program with the other scores not below the 3rd stanine and all persons meeting minimum scores have been considered.
3. Positive interview with LPN admissions committee
4. Medical and dental examination
5. 3 letters of recommendation
6. High school graduation or equivalent (GED) is required of all applicants

The LPN Admissions Committee will review and accept qualified candidates who exceed the Admission requirements between April 15 and August 15 of each year. Candidates not accepted between April 15 and August 15 will be accepted to an alternate list and will be considered by the LPN Admission Committee on August 15 of each year. After August 15 of each year, candidates for the remaining openings and ten alternate openings will be selected by the LPN Admissions Committee and notified of acceptance.

NURSING HEALTH PROGRESSION POLICY

Evaluation of health and overall behavior of the student continues throughout the program.

Continuous surveillance of health status of LPN students will be conducted by the Nursing Coordinator and professional staff. If at any time they notice unacceptable behavior to employ safe nursing practice, the Nursing Coordinator may require the LPN student to have a physical and/or mental examination by a licensed physician and/or licensed psychiatrist.

If the examination by the licensed practitioner documents that the LPN student is unsafe to practice safe nursing care, Anson Technical College reserves the right within its Due Process Policy, to dismiss the student from the program.

Tuition & Fees



Photo by Karey Huntley

Financial Aid

TUITION AND FEES

TUITION PER QUARTER (For Curriculum Students)

Tuition	\$39.00
Activity Fee	\$ 5.00
	Total \$44.00
Graduation Fee	\$15.00

Tuition for students taking less than 12 quarter hours is \$3.25 per quarter hour of credit. For students enrolled less than 10 quarter hours, the activity fee is optional.

NOTE: Tuition is set by state policy and subject to change without notice.

LATE FEE

Any student registering later than the time appointed for registration must pay an additional fee of \$5.00.

OUT OF STATE TUITION

Out of state tuition applies to any student whose legal residence is outside of North Carolina, or, in the case of students who are boarding or living with relatives in the community whose parents or guardians live outside the state.

Tuition	\$198.00
Activity Fee	\$ 5.00
	Total \$203.00

Tuition for out of state students taking less than 12 quarter hours is \$16.50 per quarter credit hour.

ACTIVITY FEE

The College activity fee is \$.50 per quarter hour up to a maximum of \$5.00 for 10 quarter hours or more. The fee supports cultural activities, entertainment, and recreational activities.

TEXTBOOKS AND SUPPLIES

Students must purchase textbooks and other necessary supplies. For their convenience, the college maintains a bookstore in which these items may be purchased. The cost of these items varies according to the program of study taken by the student.

SPECIAL FEES

Because of the nature of some programs, additional fees may be charged.

REFUND POLICY

Tuition refunds may be authorized only in the event that the student must withdraw for unavoidable reasons. Withdrawal requests must be presented to the Dean of Students before the student withdraws from classes. In such cases, two-thirds of the tuition paid may be refunded if the student withdraws within ten calendar days after the first day of classes, as published in the Calendar of

Events. No refunds shall be made in the amount of \$5.00 or less. Tuition refunds will be made should the College cancel a class.

SENIOR CITIZENS

Persons 65 years of age or older may attend Anson Technical College without paying tuition. Other fees will be charged. Verification of age will be required.

ACCIDENT INSURANCE

Accident insurance, covering the student during hours in school and transportation to and from school, is available for approximately \$4.50 per year. Accident insurance is strongly recommended and should be purchased through the business office.

STUDENT RESIDENCE CLASSIFICATION

Regulations concerning the classification of students by residence for purposes of applicable tuition differentials, are set forth in detail in A MANUAL TO ASSIST THE PUBLIC HIGHER EDUCATION INSTITUTIONS OF NORTH CAROLINA IN THE MATTER OF STUDENT RESIDENCE CLASSIFICATION FOR TUITION PURPOSES. (Copies of the applicable law and of implementing regulations are available for inspection in the STUDENT SERVICES OFFICE). The regulations (G.S. 116-143.1 (b)) read in part as follows:

To qualify for in-state tuition a legal resident must have maintained his domicile in North Carolina for at least the 12 months immediately prior to his classification as a resident for tuition purposes. In order to be eligible for such classification, the individual must establish that his or her presence in the State during such twelve-month period was for purposes of maintaining a bona fide domicile rather than for purposes of mere temporary residence incident to enrollment in an institution of higher education; further, (1) if the parents (or court-appointed legal guardian) of the individual seeking resident classification are (is) bona fide domiciliaries of this State, this fact shall be prima facie evidence of domiciliary status of the individual applicant and (2) if such parents or guardian are not bona-fide domiciliaries of this State, this fact shall be prima facie evidence of non-domiciliary status of the individual.

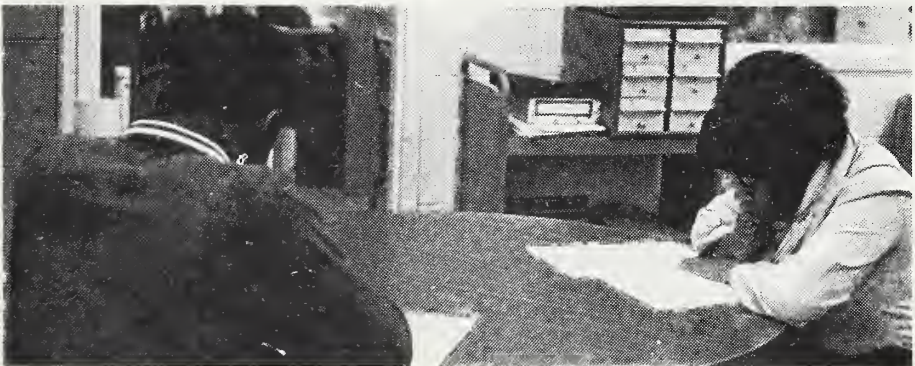


Photo by Anson Technical College Photography Department

STUDENT FINANCIAL ASSISTANCE

In order to receive financial aid, a student must be enrolled in an academic program for at least six credit hours and also maintain satisfactory progress in his or her course of study.

Assistance may be awarded in the form of a grant, part time employment, loan, scholarship or a combination of these. Awards are made on the basis of need, subject to availability of funds. Students are encouraged to apply early. Students must apply each year. Funds are available in January for aid which begins July 1. The necessary forms can be obtained from the Financial Aid Officer.

The types of aid available are as follows:

Educational Opportunity Grant

Basic Educational Opportunity Grant (BEOG) is a federal program which will provide awards to students who qualify. All students who have never received a bachelor's degree may apply for a BEOG in order to receive any aid administered by the Financial Aid Office. This is a grant and therefore does not have to be repaid.

College Work-Study Program

The College Work-Study program provides part time jobs to students who demonstrate financial need. The jobs are usually on campus.

Guaranteed Student Loans — N. C. Insured Student Loan

The purpose of the Guaranteed Student Loan program is to make low-interest loans available to students to help meet post-secondary educational expenses. These loans are provided through banks and private lenders in various states. The interest on these loans is 9% per year. Students in North Carolina interested in applying for this loan should contact:

College Foundation, Inc.
1307 Glenwood Avenue
Raleigh, North Carolina 27605

Polkton Literary Club Scholarship

This Scholarship Fund will be used to provide a scholarship or scholarships at the discretion of the selection committee in one or more of the following ways:

1. A scholarship may be awarded to a current graduating senior of an Anson County High School who has achieved an academic record which placed the individual in the top ten percent of the graduating class.
2. A scholarship may be awarded to a second quarter student at Anson Technical College who achieved 3.5 or higher grade point average during the first quarter the student was enrolled.
3. A scholarship may be awarded to a second quarter Anson County housewife enrolled at Anson Technical College with a grade point average of 3.5 or higher during her first quarter at Anson Technical College.
4. A scholarship may be awarded to an Anson Technical College student who has demonstrated outstanding qualities of character and college citizenship.



Photo by Jeff Carpenter

Only those students making application for the Polkton Literary Club Scholarship Fund will be considered for the award. Application forms may be secured from the Dean of Students of Anson Technical College.

OTHER SOURCES OF FINANCIAL ASSISTANCE

Veterans Benefits

Qualified veterans and wives and children of deceased veterans may be admitted and approved to receive educational benefits, providing they meet requirements established by the Veterans Administration. The College is approved for the training of veterans under Public Law 16 of the 78th Congress and under Public Law 550 of the 82nd Congress, and Chapter 34, Title 38, United States Code.

Social Security

Social Security benefits may be paid for students under 22 years of age who had one or more deceased parents who were covered by Social Security. Students should contact the nearest Social Security Office in the area for more information.

Vocational Rehabilitation

Vocational Rehabilitation is available to certain students with mental, physical, or emotional handicaps that limit their employment opportunities. For more information contact the Vocational Rehabilitation Office in the area or write:

Department of Human Resources
Division of Vocational Rehabilitation Services
Raleigh, NC 27611

CETA

CETA funds are available to qualified students through the Employment Security Commission or other sponsoring agencies. Students should contact the College Financial Aid Officer for more information.

Veterans and War Orphans Grants

Veterans and War Orphans Grants are available to the immediate family of war veterans whose deaths or permanent disabilities were service connected and POW's or MIA's classified as such for a minimum of ninety days. For more information contact:

Division of Veterans Affairs
P. O. Drower 26206
Raleigh, NC 27611

The Tuition Assistance Program

The Tuition Assistance Program is available to provide tuition assistance for members of the North Carolina National Guard. The application is available at guard units and the office of the:

Adjutant General
P. O. Drower 26268
Raleigh, NC 27611

Academic Policies



Photo by Helen Comer

Student Services/Student Life

QUARTER SYSTEM

Anson Technical College operates on the quarter system. The Fall, Winter, Spring and Summer Quarters are each eleven weeks in length. The college is in session five days per week. Classes normally meet hourly for fifty minutes with a ten minute break between classes. The number of times that a class meets each week is determined by the number of quarter hours credit.

REGISTRATION

All students are required to register at the beginning of each quarter. Credit will not be granted for courses in which the student is not properly registered. Classes missed because of late registration will be counted as absences. Registration instructions are published prior to each quarter.

STUDENT COURSE LOAD

The normal student load is 17-20 credit hours. A student must carry 12 quarter hours to be considered a full-time student. The normal maximum load is 21 credit hours. Permission of the Department Chairman and the appropriate Instructional Dean must be obtained to schedule more than 21 credit hours.

CLASSIFICATION

A student is classified as a freshman from initial enrollment until 48 quarter hours credit have been earned. Students who have earned 48 quarter hours credit or more are classified as seniors.

GRADING SYSTEM AND QUALITY POINT AVERAGE

The 4.0 quality point system is used to calculate student quality point averages. The letter grades used are:

A	Outstanding	4 quality points
B	Above Average	3 quality points
C	Average	2 quality points
D	Poor	1 quality point
F	Failing	0 quality point
*I	Incomplete	0 quality point
AU	Audit, no grade or quality points	
W	Withdrawal from the course during the school term. This indicates the student will receive no grade and no credit for the course.	

The grade of "I" may be assigned during the last two weeks of a quarter by the instructor. The student must complete all work and remove the "I" from their record during the next quarter in which the student is in attendance. An "I" automatically becomes an "F" if not removed in the prescribed time.

The quality point average is calculated by dividing the total number of quality points earned by the total number of quarter hours earned.

An average of C in the major area of study and an overall average of C is required for graduation. An average of C on the 4.0 quality point system is a 2.0 quality point average.

DROP/ADD

Students may drop or add a course during the drop/add period at the beginning of each quarter without grade penalty.

The drop/add period will be the first two weeks of each quarter as published in the college calendar. They must complete the official Drop/Add form available in the Office of Student Services.

WITHDRAWAL

Anson Technical College recognizes that from time to time it may be necessary for a student to withdraw from a course. Students may withdraw from any course and receive a grade of "W" following the Drop/Add period each quarter by completing the official withdrawal form which is located in the Office of Student Services.

PROBATION POLICY

A probation committee composed of the Dean of Instruction, chairman, and members as appointed by the President, shall meet quarterly to administer the probation policy.

Students with a quality point average below that required for the cumulative hours attempted (see schedule below) will be placed on probation.

Associate Degree Program

Cumulative Quarter Hours	Minimum Quality Point Average
0-24	1.25
25-48	1.50
49-72	1.75
73-or more	2.00

Vocational Diploma Program

0-18	1.25
19-36	1.50
37-or more	2.00

Failure to attain the above required quality point average during a probationary quarter will result in one or more of the following:

1. Suspension for a quarter
2. A loss of financial aid for a quarter
3. A further quarter of probation
4. Transfer to another program
5. Transfer to Learning Laboratory

The probation committee shall determine which one or more of the above shall apply in each individual case.

NOTE: The committee may take into consideration extenuating circumstances, i.e., an act of God which prevents the student from meeting his responsibilities. Sole judgement on extenuating circumstances rest with the committee.

APPEAL

A student may appeal the decision of the probation committee by notifying the Dean of Instruction no later than 5 days following the notification of probationary status. The Dean of Instruction will schedule an appeal hearing of the probation committee within 5 days of receipt of the student's intent to appeal.

The decision of the Committee shall be final.

READMISSION

Students suspended for academic reasons will automatically be on probation for their first returning quarter.

A student who has withdrawn for any reason other than disciplinary may re-enter any quarter provided all debts to the college have been paid.

COURSE AUDITING

Students who wish to audit courses must register through normal channels. Auditors receive no credit and are encouraged to attend class regularly and participate in class discussions. Auditors will be charged the same fees as students taking courses for credit.

ATTENDANCE POLICY

Absences are a serious deterrent to good scholarship and it is difficult to receive optimum instruction, obtain knowledge, or gain skill when absent from class. As students are adults with many responsibilities, an occasional absence might be absolutely necessary; however, such absences in no way lessen the student's responsibility for meeting the requirements of the class. Instructors may use attendance as part of their policy to determine class grades.

A student who has two consecutive weeks of absence from a scheduled class and has made no contact with the instructor will be classified as a withdrawal and terminated by the instructor after the first class meeting of the third week. The student will be given a grade of "W".

The Dean of Student Services will be notified within three (3) days of all withdrawals.

ADVISORS

Students will be assigned advisors upon their first registration at Anson Technical College. Usually the advisor will be the head of each student's respective program and will be automatically assigned. Advisors will keep a record of their advisee's progress and will be the person a student will seek when questions arise regarding their program or requirements for program completion. Faculty members schedule office hours each term and students are encouraged to make appointments with advisors to lessen the problems and congestions during registration.

Students are urged to check the Office Hours Card posted on the faculty member's office door.

VETERANS

Students who are attending Anson Technical College and are receiving veterans benefits, are required by the Veterans Administration Regulations to make progress sufficient to insure timely graduation at the rate at which the course is being pursued. When sufficient progress is not being made Anson Technical College is required to notify the Veterans Administration so that benefits are withdrawn.

When two or more unit subjects are undertaken and the veteran student fails and/or withdraws from all, the veteran student will be determined to have made unsatisfactory progress and thus Anson Technical College must by the Veterans Administration Regulations, terminate the student to the Veterans Administration. This action will result in the loss of the veterans financial benefits.

Under the Veterans Administration Regulations, it is mandatory that financial benefits be suspended after only one probationary quarter.

DEAN'S LIST

Anson Technical College recognizes outstanding academic achievement by placing the student on the Dean's List. Students enrolled for a minimum of 12 quarter hours and who receive a B plus average (3.5 quality point average) will be placed on the Dean's List.

CREDIT BY EXAMINATION

A student may earn credit by examination for a given course if he can demonstrate the required level of proficiency as a result of independent study or experience. This credit shall be based on a departmental examination which will be given with the permission of the student's advisor and the concerned instructor. Grades will be assigned by the instructor according to test results. Persons earning credit by examination are charged regular tuition rates. Forms and other information may be obtained from the Student Services Office.

SUPERVISED DIRECTED STUDY

Supervised Directed Study is an alternate means of completing the requirements of credit courses which lead toward graduation. The specific title of the course and the credit value assigned will vary depending upon catalog listing or student-teacher selection. Students who are taking a course by directed study must be in conference with the instructor at scheduled office hours or by appointment.

Students desiring to pursue a course by Supervised Directed Study must register for the course during regular quarterly registration. Approval of the student's advisor, course instructor, and instructional Dean must be obtained prior to completion of the registration process. Necessary forms and other information may be obtained at any time from the Student Services Office or at registration.

REQUIREMENTS FOR GRADUATION

The following minimum requirements apply to all programs. Some departments may have additional requirements applicable only to that department:

1. A student must have a 2.00 quality point average in his major, an overall 2.00 average (C average), and have completed all required courses in order to graduate.
2. All departmental requirements must have been satisfied.
3. All property of the school must be returned.
4. Residency requirements must be met.
5. Presence at graduation is a requirement. When attendance is impossible, the student may petition, in writing, the Dean of Students for permission to graduate in absentia. Such petition must be made at least ten days before commencement exercises. Permission to graduate in absentia may be denied.
6. Each graduating student must make application for graduation and pay the appropriate fees at registration for the last quarter prior to graduation.
7. A minimum of 30 credits must be earned at Anson Technical College.

Upon recommendation of the department chairman and approval of the department faculty and the Dean of Instruction, certain specific graduation requirements may be waived.

Any student who expects to complete all course work by the end of fall quarter, may with the consent of the Dean of Instruction, meet the requirements for graduation by attending the August ceremony provided that they sign a letter requesting early graduation by the beginning of the summer quarter. They must at that time pay the graduation fee. Degrees and Diplomas will be issued following completion of all course work and other requirements at the end of the fall quarter.

REPEATING COURSE WORK

Any course may be repeated. No course may be counted more than once in calculating the total number of quarter hours credit toward graduation. The highest grade received will be counted. Students receiving financial aid or veterans educational benefits need prior approval for repeating courses from the financial aid/VA coordinator.

COURSE SUBSTITUTION

Students may request to substitute an equal or higher level course required in their program of study based on particular occupational goals. All substitutions must be approved in writing by the student's advisor, Departmental chairperson and the Dean of Instruction. A maximum of five (5) courses may be credited for any student through the course substitution method.

TRANSFER OF CREDIT

Educational work completed by the student in other accredited institutions may, where applicable, be credited toward the requirements of a degree,

diploma, or program at Anson Technical College. Students are required to file transcripts of all previous college work.

Transfer credit from any institution in the North Carolina Department of Community Colleges is accepted. Credit toward technical and vocational programs may be accepted from other agencies at the discretion of the college. Records of prior work will be evaluated by the college. Final acceptance or rejection of transfer credit lies with the college.

Credit earned at Anson Technical College can be transferred to similar program at other institutions of the Department of Community Colleges in North Carolina. Transfer credit is determined by the Institution to which the student wishes to transfer.

STUDENT RECORDS

Anson Technical College will comply with the Amendment to Public Law 93-380, (Privacy Rights of Parents and Students) which sets forth obligations for the maintenance and release of certain student information.

The following documents will be maintained as part of the student's institutional record and will be subject to all state and federal regulations governing the safety and confidentiality of those records:

1. completed application
2. completed medical form
3. veterans records
4. statement of residency
5. transcripts
6. grade sheets and registration forms
7. counseling note sheets
8. test record
9. any statement of waiver by the student for release of records which also contains a list of those persons to whom the records were accessible.

Anson Technical College will use the above information for the sole purpose of assisting the student in the attainment of educational goals at this institution. The information gathered as listed above may be shared with appropriate professional personnel of the institution for the accomplishment of this goal.

Each student has the right to request and be permitted, within the limitations of Public Law 93-380, to review the above listed records in the presence of either the Dean of students or counselor.

TRANSCRIPTS

An official transcript of work at Anson Technical College will be forwarded upon request by the student. One transcript will be prepared without charge. Additional transcripts will be prepared at a cost of \$1.00 per copy. No transcript will be released until the student account is cleared with the Business Office and Library.

ORIENTATION

All new full time students are expected to participate in an orientation program each quarter conducted by the Student Services Staff and other college personnel. Part time students are urged to participate. Orientation will acquaint the student with administrative policies such as grading, financial aid, scheduling, attendance, and others which relate to student interest or requirements.

COUNSELING

Counseling services are provided by the college to aid students in determining and succeeding in their vocational and educational programs as well as assisting them in resolving problems of a personal nature which might affect progress toward their educational objectives. Request for these services should be directed to the Office of Student Services.

SOCIAL AND CULTURAL ACTIVITIES

Ansan Technical College offers a well-rounded program for the social and cultural development of the students. Lectures and exhibits of various kinds are held periodically during the year. Notice of these events will be posted on the bulletin board in the college lounge.

SMOKING

Smoking is allowed on the campus but is prohibited in all instructional areas. Ashtrays and smoking stands are provided in those areas where smoking is allowed. Smoking is permitted in faculty-staff offices if there is no objection by the office occupant.

CLASS RINGS

Anson Technical College class rings are available to all students. Students wishing to order rings should check with the Student Services Offices to find out when orders will be taken. A ring sales representative will be available during the year, and times will be announced in advance.

STUDENT ASSOCIATION

The purpose of this organization is to promote in each student a personal sense of pride and responsibility in the college and to accept his democratic responsibility as an American citizen.

The Student Association acts as an intermediary between the student representing the student to the college faculty and administration. It also cooperates with the administration in the coordination and the supervision of student activities. Members of the Student Association are elected annually by the students.

JOB PLACEMENT

The Student Services Office is responsible for assisting students and graduates of the College in finding employment in their chosen field. Student resumes will be filed in the Student Services Office. Placement service is also available to ATC alumni seeking permanent employment. While there is no

guarantee that students and alumni will be placed in a job of their choosing, many contacts with business and industry are maintained to help bring prospective employers and employees together.

ALUMNI ASSOCIATION

Each Anson Tech student completing a program or graduating is invited to join the Alumni Association. The aim of the Alumni Association is to keep former students involved in ATC's future activities and growth. Alumni may take advantage of placement services and other post-graduate benefits that are offered.



Photo by Anson Technical College Photography Department

STUDENT CONDUCT

Students at Ansan Technical College are expected to conduct themselves as adults in accordance with generally accepted standards of behavior and decency at all times. The college does not permit the use or the possession of alcoholic beverages or illegal drugs on campus. The college is in accordance with Federal, State and Local statutes and will cooperate with the respective law enforcement agencies in their enforcement.

Any student subject to dismissal from ATC for disciplinary reasons is entitled to due process, including the right of appeal.

STUDENT HOUSING

The college does not have dormitory facilities. The Dean of Students will assist students in obtaining off campus housing, when requested to do so.

COLLEGE CENTER

The college provides facilities for the convenience of students. Included in the lounge area is a snack area for sandwiches, soft drinks, and candies; an area for study and recreation.

HEALTH SERVICES AND FIRST AID

Emergency First aid kits are maintained in the Student Services Offices as well as each of the shop areas. Injuries requiring more than minor first aid will be referred to local physicians. In case of an emergency, physicians and/or ambulance service may be called at student expense to provide necessary medical services.



Photo by James Hudson

STUDENT DUE PROCESS

INTRODUCTION

Freedom to teach and freedom to learn are inseparable facets of educational freedom. The freedom to learn depends on appropriate opportunities and conditions in the classroom and on campus. Students should exercise their freedom with responsibility and be aware of the penalties that may be invoked by the institution when such exercise is considered in violation of acceptable conduct as noted in the *General Catalog & Student Handbook*.

Any student who fails to comply with normal and accepted manners of behavior and/or performance while on campus or representing the College or acts in a manner so as to interfere with an instructor's ability to conduct class, may expect disciplinary procedures to be immediately invoked by his instructor. The instructor alone will determine the nature and degree of disciplinary action necessary to promptly re-establish the desired learning environment or order. The student's right to due process and protection from undue, harsh or unjustified disciplinary action is guaranteed in the following parts of this policy:

DEFINITION OF TERMS USED

Class — An organized body consisting of one or more teachers and one or more students meeting for a specific period of time; a segment of a course.

Course — An organized body of material necessary for the teaching of a particular subject and meeting for a specified number of times over a period of eleven (11) weeks of time.

Curriculum — Is used for management and educational purposes and is defined as consisting of all courses of instruction which lead to a degree or diploma offered at Anson Technical College.

President's Advisory Student Committee — Herein after referred to as the Committee is the institutional review body that presides over disciplinary review hearings and renders recommendation thereon.

Laboratory — Room or rooms appropriately equipped and used by students for learning purposes.

Laboratory Period — A formalized meeting of one or more instructors and one or more students for a given period of time, usually from one to five hours in length.

Instructional Period — A class or laboratory meeting as defined by the institutional schedules.

Admonition — An oral or written notice to the student that he or she is in violation of acceptable conduct.

Censure — Excluding a student from a particular class assignment, quiz, or exercise, with or without the privilege of making up the same.

Suspension — The exclusion of a student from his class, course, curriculum, learning situation or from the activities or facilities of the institution for a specified period of time.

Expulsion — The permanent exclusion of a student from all campus activities and facilities.

Instructor — Faculty member or other person responsible for the instruction or supervision of college sponsored or sanctioned activities.

DISCIPLINARY PROCEDURES

A. Degrees of and Procedures for Invoking Penalties

Degree	Penalty	Authority and Procedure
1st	Admonition	The instructor may invoke a warning to any student or student group.
2nd	Censure	The instructor may invoke a judgement against a student by revoking his privilege of further participation in that day's class or laboratory activities.
3rd	Suspension from class	The instructor may suspend a student from his class, laboratory or learning situation or from a learning assignment, with or without the privilege of makeup, for a period of time not to exceed three consecutive class meetings. He must immediately notify his Department Head and the Dean of Instruction and the student of his actions in writing.
4th	Suspension from course, curriculum or extracurricular activities	The Dean of Instruction may invoke the penalty of suspension from a course, curriculum or extracurricular activity for a specified period of time. If the suspension from a learning activity exceeds three consecutive class meetings, the Dean will within twenty-four (24) hours notify both the President, the Committee and student of his actions in writing. If this suspension is from extracurricular activities, the Dean may notify the President and the Committee.
5th	Expulsion	Only the Board of Trustees may invoke the penalty of expulsion from the institute under the procedure hereinafter set forth.

B. Reporting of Offenses — Any student, faculty member, or staff member should report incidents of misconduct to the Dean of Instruction.

C. Initial Investigation and Hearing — The Dean of Instruction will confer with the accused and explain to the accused his rights to due process and notify him of his opportunity to explain his conduct and to request a full hearing which should be held within twenty-four (24) hours after notification.

D. Options of the Dean of Instruction — After his investigation and hearing the Dean will have the following options:

1. To drop the charge against the accused.
2. To declare the case closed immediately for lack of evidence.
3. To uphold the disciplinary decisions of the instructor.
4. To admonish that repetition of the questionable conduct may necessitate further discipline.

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5. To invoke a disciplinary suspension from extracurricula activities.
 6. To recommend a disciplinary suspension from a class, classes or curriculum.
 7. To recommend disciplinary expulsion from the College.
- E. After Investigation and Hearing — The Dean will notify the President and the Committee of his initial investigation and hearing when the disciplinary action taken results in the student's being suspended for more than three consecutive class sessions or expelled from the College.
- F. Options of the Accused
1. The accused may accept the penalty proposed by the Dean.
 - a. The Dean will in writing identify the claimed misconduct, present a statement of the full penalty proposed and a statement of the student's rights to due process to the accused.
 - b. The accused's signature on such document will indicate his acceptance of the penalty and understanding of his rights, but will not represent an admission of guilt.
 2. The accused may within three school days file with the Chairman of the Committee a request for a hearing and a determination of the recommendation to the President by the Committee.
 - a. The Dean will notify the Committee in writing of the alleged misconduct and the nature of all the evidence.
 - b. A copy will be given to the accused.
- G. The President's Advisory Student Committee
1. The Committee is created to conduct hearings assigned to its jurisdiction.
 - a. The Committee shall be composed of five members.
 1. The Chairman will preside over the hearing.
 2. Five members shall be appointed, including the Chairman, by the President of the College.
 2. Appointments are for one year (September-August 31).
 3. Duties
 - a. The Committee must have a full complement to hear and determine the facts of a case.
 - b. Any member of the Committee who is personally connected with case shall inform the Chairman and shall be disqualified. A replacement shall be appointed as noted in Section G-1.
- H. Hearings and Determination by the Committee
1. Call of Hearing
 - a. Upon receipt of an appeal by the accused or a request of case review by the Dean of Instruction, the Chairman of the Committee will:
 1. Set a time for the hearing.
 2. Notify the accused and the Dean of the time and place.
 3. Make arrangements for recording.
 - b. Such hearing should take place within one calendar week of the time of the notification of the Dean and the accused.
 2. The Hearing
 - a. The Chairman calls the session to order.
 - b. All interested parties take their respective places.
 - c. The Chairman will read the charge against the accused in the presence of the accused.

- d. The Dean or appointed representative of the College and the accused or his representative have the opportunity to make an opening statement.
 - e. All pertinent information regarding the claimed misconduct will be presented by the Dean or by his representative and/or witnesses of his choice. (Should the representative be an attorney, the Chairman must make this known to the accused at least forty-eight (48) hours before the hearing.)
 - f. The accused or his representative, after hearing all evidence presented, may question the accused and/or witnesses. (Should the representative be an attorney, the accused must make this known to the Chairman at least forty-eight (48) hours before the hearing.)
 - g. The accused or his representative will then have the opportunity to present his case, including all evidence, witness, including a reasonable number of character witnesses (from student body, faculty or staff). The accused may exercise the right to remain silent.
 - h. In the event the accused does not exercise his or her right to remain silent, the Dean will have the right to then question the accused. The Dean shall at all times have the right to question all witnesses presented by the accused.
 - i. The Committee shall then question both the accused (if he hasn't exercised his right to remain silent), and any witnesses.
 - j. The Committee will then clear the room and render a recommendation as to the accused and said determination shall be immediately submitted to the President and the student so notified.
 - k. Failure by the accused to appear at the hearing after due notice thereof will not prevent the Committee from hearing the evidence and making its recommendation to the President.
3. Judgement
- a. A majority vote by the Committee will render a decision to be recommended to the President. Each member of the Committee shall have one vote.

APPEAL

- A. Any accused has the right to appeal in writing to the President of the College within five days after the Committee's recommendation.
 1. The President may:
 - a. Endorse the Committee recommendation.
 - b. Reduce or rescind the Committee recommendation
 - c. Invoke more severe penalty exclusive of expulsion.
- B. The President has the right to review any Committee recommendation and may adjust same in accordance with A-1 above whether or not an appeal has been filed.
- C. Any accused for any reason shall have the right to appeal from the decision of the President to the Board of Trustees, by filing a notice with the President and the secretary to the Board within ten (10) days from the written notice of President's decision.
- D. The Board of Trustees shall notify the accused, in writing, as to the time, date

and place of hearing which date shall not be less than ten (10) days from the date of said notice.

1. The Board of Trustees may appoint a panel of three of its members to hear said appeal and to make recommendations to the full Board.
 2. The Board of Trustees shall make its decision within five (5) days following said hearing either by the full Board or as set forth in D-1 above.
 3. The decision of the Board of Trustees shall be final.
- E. Any recommendation of the President for expulsion shall at all times be submitted to the Board for approval or modification whether or not an appeal has been timely filed.

**CONSTITUTION OF THE ANSON TECHNICAL COLLEGE
STUDENT ASSOCIATION**

PREAMBLE

We, the students of Anson Technical College, do hereby establish the constitution in order to promote unity among the faculty, ourselves, and the community; to maintain high standards of conduct; to establish justice and protect the good name and liberties of all; and to preserve an atmosphere of free discussion, inquiry, and self expression that will assure the personal freedom and general well-being of the members.

ARTICLE I — NAME

The organization shall be known as the Anson Technical College Student Association.

ARTICLE II — PURPOSE

The purpose of the Student Association shall be to further the best interests of the college through representation of the student body in matters affecting student life and student affairs, promoting and supervising student organizations and activities, and upholding and interpreting this constitution.

ARTICLE III — MEMBERSHIP

Every regularly enrolled full-time student at Anson Technical College shall be a member of the Student Association. Part-time students who pay the student activity fee will be members of the Association.

ARTICLE IV — OFFICERS AND ELECTIONS

- Section 1. Executive Officers.
The executive officers of the Student Association shall consist of a President, Vice President, Secretary, and a Treasurer.
- Section 2. Duties of Executive Officers.
- a. The president shall serve as the official representative of the student body, shall preside at all meetings of the Student Association, preside at all meetings of the Senate, conduct business meetings using accepted parliamentary procedures, appoint

committees which are necessary for the operation of the Student Association and refer approved legislation to the Dean of Students.

- b. The Vice President shall serve as a member of the Senate and shall assume the duties of the President in his absence and assume the office of president if for any reason the President must vacate his office.
- c. The Secretary shall serve as a member of the Senate and shall maintain a permanent record of minutes of the Student Association and of the Senate meetings, past the minutes of the meetings of both bodies in the College Lounge within one week following each meeting.
- d. The Treasurer shall serve as a member of the Senate and shall serve as chairman of the Budget Committee, present the budget to the Senate for approval, maintain a permanent record of all financial transactions of the Student Association, receive from the treasurer of each club and organization a quarterly financial statement, make quarterly reports to the Student Association and quarterly reports to the Senate, and submit the treasurer's books to the business office to be audited once per quarter or at the request of the business manager or the Senate.

Section 3. Election of Officers.

- a. The president shall be elected each fall quarter to serve for a period of one academic year.
- b. The following Student Association officers shall be elected each fall quarter to serve for a period of one academic year: President, Vice President, Secretary, and Treasurer.

Section 4. Senators.

The Senate shall consist of the President, Vice President, Secretary, and Treasurer of the Student Association, and one Senator from each diploma and associate degree program.

Section 5. Election of Senators.

The allotted senators shall be elected within the first four weeks of the fall quarter and will serve for a period of one academic year.

Qualifications of Officers.

A student must maintain a "C" or better and be approved by the Elections Committee in order to hold any office. This committee will consult with the Dean of Students concerning academic averages of nominees.

ARTICLE V: LEGISLATIVE SENATE (Hereinafter called the "SENATE")

Section 1. The senate shall consist of the Executive Officers and Senators of diploma and associate degree programs. Chairman of standing committees, other than elected officers or representatives, shall be ex-officio members.

Section 2. The senate shall meet twice quarterly. Special meetings may be called by the president, acting president, or the secretary.

- a. Senate meetings and all questions of order shall be conducted according to Robert's Rules of Order — Revised.

-
- b. Senate meetings shall be open to all members of the student body, faculty, and administration.
- Section 3. All Legislative powers and duties shall be vested in the Senate. The Senate shall have powers to:
- a. Appropriate funds from the approved student budget for
 1. Student publications
 2. All agencies of the Student Association
 3. All extra-curricular activities under the direct supervision of the Student Association.
 - b. Approve or reject, by majority vote, all appointments made by the president of the Student Association.
 - c. Make laws governing the conduct of all elections.
 - d. Impeach and remove from office any elected student official not fulfilling his duties, by two-thirds majority vote of the Senate.
 - e. Make laws authorizing the president, if necessary, to fill a vacancy in any elected office until the next general election.
 - f. Replace any of its appointed officers, committees, or staff members who do not fulfill their designated duties.
 - g. Require reports from all student organizations.
 - h. Initiate official acts as necessary and proper to promote the general welfare of the student body.
 - i. Appoint an executive chairman if both offices of the president and vice president become vacant.
- Section 4. A two-thirds majority of members present is required to pass all legislative acts. Three-fourths of the Legislative members shall constitute a quorum.

ARTICLE VI: STANDING COMMITTEES

- Section 1. All Standing committees shall contain not fewer than five members selected by the Senate. Immediately upon its appointment, each standing committee shall hold a meeting for the purpose of selecting a faculty advisor. Members of all standing committees (at minimum membership) must be selected not later than thirty days following the election of officials of the Senate.
- Section 2. The standing committees and their duties shall be:
- a. *Student Services Committee*. It shall be the duty of this committee to plan, arrange, and supervise all Student Association assemblies and activities.
 - b. *Elections Committee*. The Elections Committee shall have charge of all Student Association elections. It shall be the duty of the Elections Committee to designate voting places and provide the necessary election materials. The Elections Committee shall count the ballots and announce the winners' names within one day. Each candidate shall have the privilege of sending one representative to witness the counting of ballots. Further regulations for the conduct of elections may be made by the Elections Committee with the advice and consent of the Senate.
 - c. *Finance Committee*. The Finance Committee shall aid the treasurer in the preparation of the annual budget for presentation to



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the Senate. This Committee shall also lend assistance to the Treasurer in any manner which the Senate deems advisable. The Finance Committee shall compile a full and complete report of all financial receipts and expenditures to be published at the end of each schaal quarter.

- d. *Publicity Committee.* The Publicity Committee shall release all necessary publicity pertaining to Student Association activities.
- e. *Orientation Committee.* The Orientation Committee shall be appointed in the spring quarter by the Student Association President in consultation with the Dean of Students. This Committee shall consist of seven members representing rising upperclassmen. Co-chairmen are appointed by the Student President, one from the men and one from the women. The Dean of Students shall appoint an advisory representative. The Orientation Committee formulates ways and means for effective orientation of students.

ARTICLE VII: PROCEDURE OF ELECTION

- Section 1. Eligible students may become candidates for office by filing in writing to the Chairman of the Elections Committee. Prior to the nominee being accepted as a candidate for office, the Elections Committee shall obtain from the Student Personnel Director certification of academic eligibility.
- Section 2. Nomination shall be posted on the Student Bulletin board at least one week prior to the date of the election.
- Section 3. For each election, a polling place, time, and date shall be agreed upon by the Elections Committee and shall be announced not later than one week prior to the date of election.
- Section 4. The Elections Committee shall hold at the polls an alphabetical list of eligible voters. The name of each voter shall be checked as he receives his ballot. It shall not be necessary for the ballots to be signed. No ballot shall be numbered. Voting is by secret ballot.
- Section 5. No one shall assist or advise the voter in filling out the ballot except the election managers, who may explain the rules of the election only.
- Section 6. The Elections Committee shall be custodians of the ballot box.
- Section 7. The candidate receiving the simple majority of votes cast shall be named the winner of the elections. In the event of a tie vote, the Elections Committee shall conduct another election for that office.
- Section 8. The newly elected Student Association officers shall take office immediately following elections.

ARTICLE VIII: PUBLICATIONS

- Section 1. The Student Association Publications shall include:
 - a. The YEARBOOK
 - b. The STUDENT HANDBOOK
- Section 2. The editor and business manager of the handbook shall be appointed by the president of the Student Association with the consent of the Legislative Council.

Section 3. The Student Handbook shall be published each summer quarter.

Section 4. The editors shall be responsible for their respective publication under the supervision of a faculty advisor.

ARTICLE IX: IMPEACHMENTS

Section 1. Any legislative or executive officer may be removed from office by a majority of the following impeachment proceedings.

Section 2. Grounds for impeachment shall be any demeanor unbecoming a student of this institution, malfeasance of duty and responsibility, or failure to comply with any part of this constitution or its by-laws.

Section 3. Any member of the Student Association may initiate impeachment proceedings by filing a petition of his grievances signed by twenty percent (20%) of the student body with the Senate.

Section 4. An individual may not be tried for impeachment twice on the same charge.

ARTICLE X: RELATION TO ADMINISTRATION

Section 1. Having a desire to bring about and maintain effective communication between the Anson Technical College Student Association and the Administration, it is hereby provided that the officers of the Anson Technical College Student Association meet with the Administration or its representative a minimum of once each quarter or as directed by the College President.

Section 2. It is hereby recognized that the authority vested in the action taken by the Anson Technical College Student Association and its executive and legislative branches must be approved by the Board of Trustees of Anson Technical College or its duly authorized administrative agent.

ARTICLE XI: AMENDMENTS

Section 1. Amendments to the Constitution may be proposed by twenty percent (20%) of the total membership of the Student Association or by faculty or administrative suggestion.

Section 2. The proposed constitutional amendment must be announced to the Student Government at least two (2) weeks prior to the referendum election which shall be held not later than three (3) weeks after the petition has been approved by the legislative Senate. Two-thirds of the votes cast in the referendum must be in the affirmative for the ratified amendment to become part of this constitution.

ARTICLE XII: RATIFICATION

Section 1. This constitution will take effect immediately upon ratification.

Section 2. Ratification will be accomplished by:

a. A simple majority vote for the student body voting at a special campus election.

b. Any full-time or part-time student (paying student activity fee) enrolled and in good standing at Anson Technical College.

Learning Resource Center

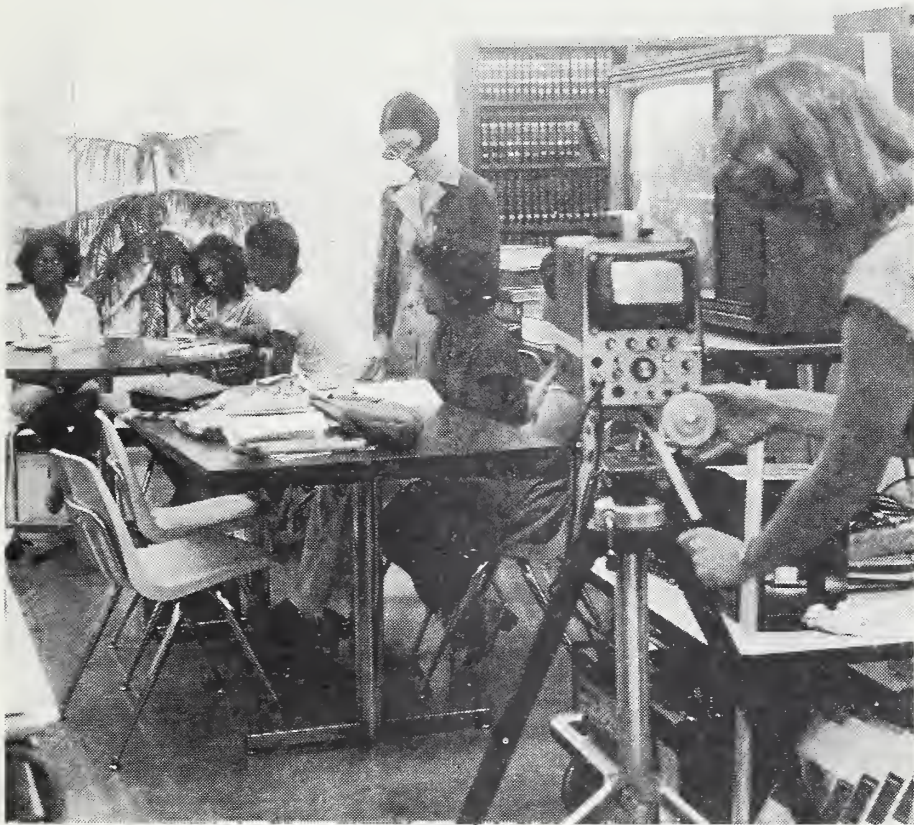


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Educational Programs

The Learning Resource Center is located in spacious and well lighted quarters at both campuses of the school, in the Nelme building in Ansonville and in the Garibaldi building in Polkton. The center offers three basic areas of service to the administration, faculty, and students. These are (1) library services, (2) audiovisual services, and (3) the learning laboratory. The hours are 8:00 a.m.-9:00 p.m. Monday-Thursday and 8:00 a.m.-5:00 p.m. on Friday.

The Library. The library provides comfortable, pleasant surroundings for study and leisure reading. Books and related media are easily accessible and are available for each program offered at the college with additional general interest and reference material. Along with the 15,000 plus volumes, the library subscribes to numerous periodicals to further support course study and general interest reading. Many back issues of periodicals are on microfilm and there are microfilm readers available to use the film. The library also has access to material not locally available (through interlibrary loan, state, and free loan film agencies). Professionally trained librarians are available to assist patrons with reference questions, book selection, and to instruct students in the use of the library.

Audiovisual Services. The audiovisual holdings of the Learning Resource Center include 16mm films, records, filmstrips and other instructional materials. These materials are selected to enrich and supplement classroom instruction and to assist students with their studies. Audiovisual services in the area of production are also available to administration, faculty, and students.

Learning Laboratory. The learning lab is open to adults who wish to study for or take the GED (a high school equivalency test) and college students who need to strengthen skills in a wide variety of areas. The lab is staffed by coordinators who help each student find his present level of learning before placing him in an individualized program for self-instruction. Adults may prepare for the high school examination, improve skills used on the job, or study subjects for personal advancement. High school graduates can find review and refresher programs designed to make the transition to college and technical level work easier.

GED TESTING

An adult who did not complete his high school education may take the General Educational Development (GED) test and demonstrate his general educational competence. After successfully completing the GED, a certificate is awarded by the State Board of Education. This certificate is recognized and generally accepted as equivalent to a high school diploma.

Persons who are not high school graduates may apply to take the GED if they are 18 years of age and are residents of the state.

Anson Technical College is an official GED Testing Center. Persons wishing to study for or take the GED may attend the learning lab at either campus. To test, it is best to make an appointment. A \$5.00 testing fee and positive identification are required of all first time examinees.



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ASSOCIATE IN APPLIED SCIENCE DEGREE

Accounting
Agricultural Technology
Business Administration
Commercial Art
 Advertising Arts
 Design
 Graphic Illustration
Funeral Service Education
General Education
Heating, Ventilating & Air Conditioning Technology
Industrial Management
Marketing & Retailing
Photography
 Architectural
 Commercial
 Fashion
 Journalism
 Portrait
Printing Management
Secretary
 Executive
 General Office Technology
 Legal
 Medical
Social Services Associate
Teacher Associate

Students successfully completing the required hours in these curriculums are awarded the Associate in Applied Science or the Associate in General Education Degrees.

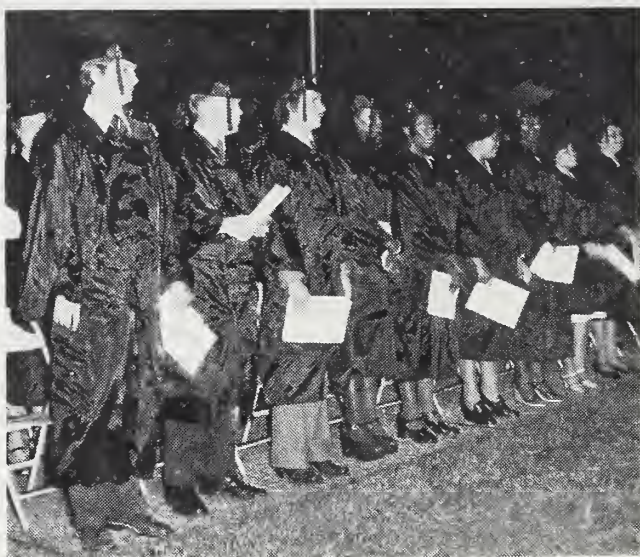


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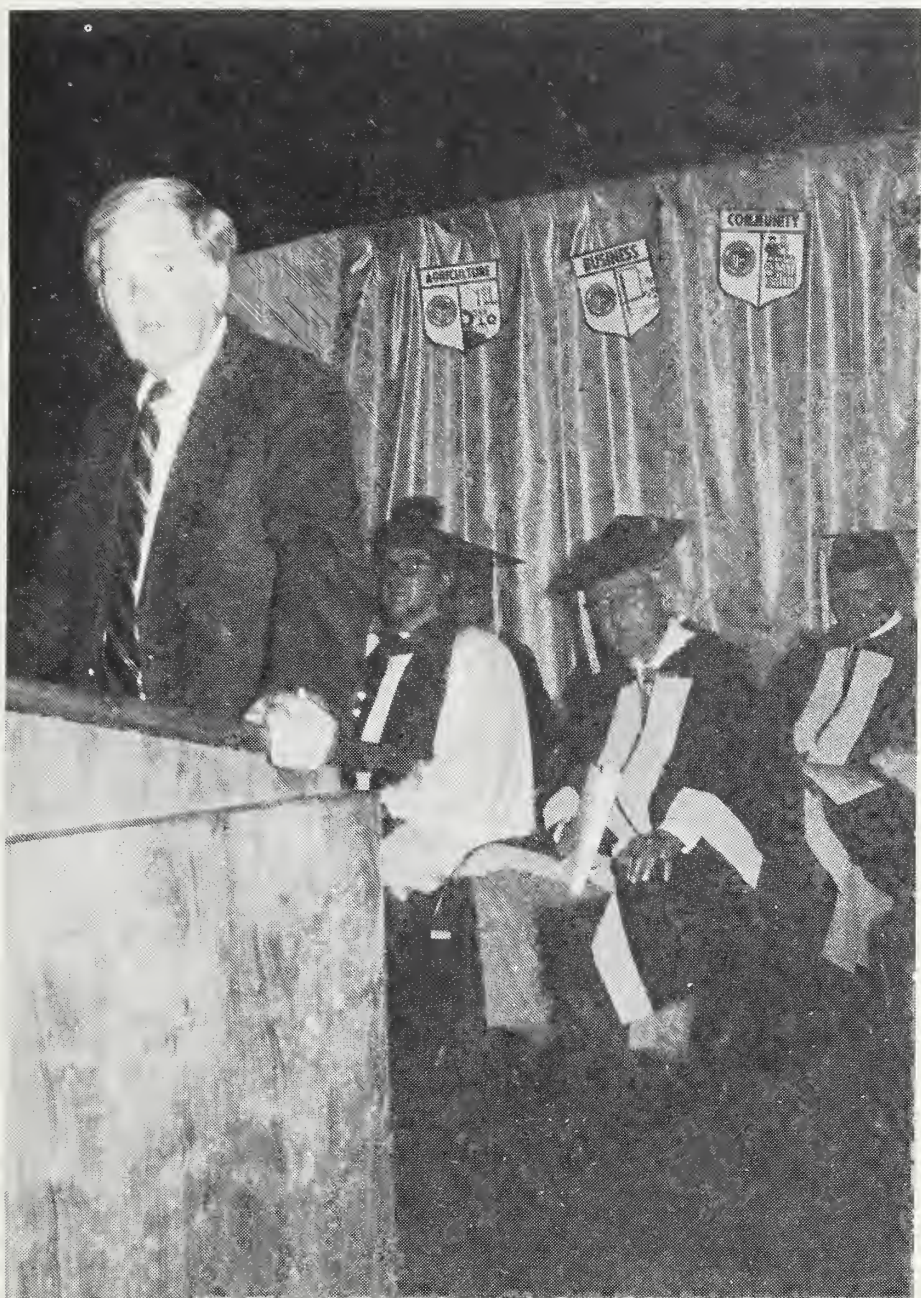


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Accounting is a process of measuring and reporting various functions of business and governmental organizations. These measurements are in terms of dollars and material, labor, time, index numbers, and other valid units of measurement. Accounting gives meaning to these measurements, and is justly described as the "language of business."

The duties and responsibilities of an accountant vary somewhat in different firms. Some of the things an accountant might do are record transactions, render periodic reports, maintain cost records, make special reports, complete tax returns, audit the books, and advise management in areas of financial affairs.

The graduates of the Accounting Curriculum may qualify for various jobs in business and industry leading to any of the following accounting positions: accounting clerk, payroll clerk, accounting machine operator, auditor, and cost accountant. This training plus further experience should prepare them to become office managers or accounting supervisors, and to fill other responsible positions in a business firm.

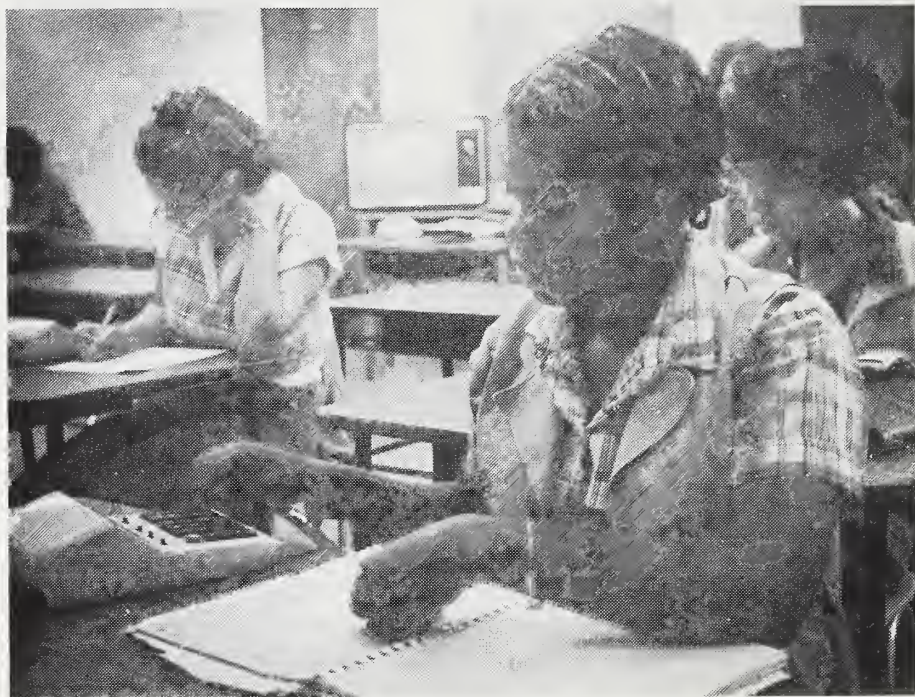


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ACCOUNTING

			Contact Hours	Credit Hours
I. SPECIALTY REQUIREMENTS: 68 credit hours required				
BUS	101	Introduction to Business	3	3
BUS	102	Basic Typewriting	5	3
BUS	110	Office Machines	5	3
BUS	115	Business Low	3	3
BUS	116	Business Low	3	3
BUS	120	Accounting Principles I	5	4
BUS	121	Accounting Principles II	5	4
BUS	122	Accounting Principles III	5	4
BUS	123	Business Finance	3	3
BUS	124	Business Finance	3	3
BUS	222	Intermediate Accounting I	5	5
BUS	223	Intermediate Accounting II	5	5
BUS	225	Cost Accounting	5	5
BUS	229	Income Taxes	5	5
BUS	231	Auditing	5	5
BUS	239	Marketing	3	3
BUS	247	Business Insurance	3	3
EDP	104	Introduction to Data Processing	5	4
II. RESTRICTED ELECTIVE REQUIREMENTS: 12 credit hours required				
Select from Business Courses which are not Specialty Requirements. See Course Descriptions section of this catalogue for selection.				
III. GENERAL EDUCATION REQUIREMENTS: 27 credit hours required				
A.	English:		12 credits	
	ENG	101	Grammar	3
	ENG	102	Composition	3
	ENG	203	Business Communication	3
	ENG	204	Oral Communication	3
B.	Soc. Science:		10 credits	
	ECO	201	Principles of Economics I	5
	PSY	101	Introduction to Psychology	5
C.	Mathematics:		5 credits	
	MAT	110	Business Mathematics	5
TOTAL CREDITS REQUIRED				107

AGRICULTURE TECHNOLOGY

Agriculture Production is now becoming increasingly specialized. Increasing needs for poultry, livestock, and other agriculture products are anticipated. The growing, processing, and marketing of farm commodities furnish employment for a very large number of people who render essential services in the growing, marketing, inspection, processing, and distribution of farm products.

Improved methods and mechanization in the agriculture industry in North Carolina require technically educated people. Advanced technology and skills are needed in the agriculture business.

This curriculum is designed to give students a good understanding of the principles, methods, techniques, and skills which are essential for successful employment in the agriculture industry.

AGRICULTURE TECHNOLOGY

			Lec.	Lab	Cr.
Fall Quarter					
AGR	109	Soil Science	2	1	2
AGR	111	Feed Groins	3	0	3
AGR	124	Farm Tractors	1	3	2
AGR	131	Soybean Production	2	0	2
ENG	101	Grammar	<u>3</u>	<u>0</u>	<u>3</u>
			11	4	12
Winter Quarter					
AGR	102	Farm Business Management	3	0	3
AGR	106	Forest Management	2	0	2
AGR	122	Farm Equipment Maintenance	0	3	1
AGR	140	Vegetable Production	2	0	2
AGR	103	Insect Control Practices	<u>4</u>	<u>0</u>	<u>4</u>
			11	3	12
Spring Quarter					
AGR	127	Gas Welding	1	3	2
AGR	143	New Sources of Farm Income	2	0	2
AGR	148	Farm Records and Credit	2	2	3
AGR	134	Tobacco Production	2	0	2
ENG	102	Composition	<u>3</u>	<u>0</u>	<u>3</u>
			10	5	12
Summer Quarter					
AGR	105	Pasture and Forage Crops	2	0	2
AGR	125	Farm Power Trains & Hydraulic	1	3	2
AGR	128	Electric Welding	1	3	2
ENG	204	Oral Communication	<u>3</u>	<u>0</u>	<u>3</u>
			7	6	9
Fall Quarter					
AGR	108	Beef Cattle Production	2	0	2
AGR	113	Farm Marketing	2	0	2
AGR	155	Plant Diseases	4	0	4
AGR	183	Poultry and Egg Production	2	0	2
AGR	141	Surveying	<u>1</u>	<u>2</u>	<u>2</u>
			11	2	12

Winter Quarter

AGR	107	Cotton Production	3	0	3
AGR	139	Lime and Fertilizers	3	0	3
AGR	159	Soil Monogement	3	1	3
ENG	203	Business Communication	<u>3</u>	<u>0</u>	<u>3</u>
			12	1	12

Spring Quarter

AGR	110	Crop Production	3	0	3
AGR	121	Weed Identification and Control	2	1	2
AGR	123	Ornamental Horticulture	3	1	3
AGR	133	Form Water System	2	2	2
MAT	110	Business Mothematics	<u>5</u>	<u>0</u>	<u>5</u>
			15	4	15

Summer Quarter

			Lec.	Lab	Cr.
AGR	114	Electricity	2	2	3
AGR	117	Animal Nutrition	3	0	3
AGR	135	Agriculture Low	3	0	3
PSY	206	Applied Psychology	<u>3</u>	<u>0</u>	<u>3</u>
			11	2	12

Fall Quarter

AGR	112	Smoll Engines	1	3	2
AGR	126	Orchord Monogement	3	0	3
AGR	142	Agriculture Finonce	3	0	3
AGR	116	General Corpenetry	1	3	2
ECO	108	Personal Money Mgt. I	<u>3</u>	<u>0</u>	<u>3</u>
			11	6	13

Winter Quarter

AGR	104	Swine Production	3	0	3
AGR	130	Form Chemicals	2	2	3
AGR	138	Form Records and Toxes	2	2	3
		Social Science Elective	<u>3</u>	<u>0</u>	<u>3</u>
			10	4	12
		TOTAL			121

Advanced Options

			Lec.	Lab	Cr.
AGR	202	Commercial Poultry Production	2	3	3
AGR	203	Poultry Nutrition and Diseoses	2	3	3

Winter Quarter

AGR	210	Pork Production	2	3	3
AGR	211	Swine Rotions and Heolth	2	3	3

Spring Quarter

AGR	220	Pork Production Monogement	2	3	3
AGR	221	Production Systems	2	3	3

In North Carolina the opportunities in business are increasing. With the increasing population and industrial development in this State, business has become more competitive and automated. Better opportunities in business will be filled by students with specialized education beyond the high school level. The Business Administration Curriculum is designed to prepare the student for employment in one of many occupations common to business. Training is aimed at preparing the student in many phases of administrative work that might be encountered in the average business.

The specific objectives of the Business Administration Curriculum are to develop the following competencies:

1. Understanding of the principles of organization and management in business operations.
2. Understanding our economy through study and analysis of the role of production and marketing.
3. Knowledge in specific elements of accounting, finance, and business law.
4. Understanding and skill in effective communication for business.
5. Knowledge of human relations as they apply to successful business operations in a rapidly expanding economy.

The graduate of the Business Administration Curriculum may enter a variety of career opportunities from beginning salesperson or office clerk to manager trainee. The duties and responsibilities of this graduate vary in different firms. These responsibilities might include: making up and filing reports, tabulating and posting data, sending out bills, checking calculations, adjusting complaints, operating various office machines, and assisting managers in supervising. Positions are available in business such as advertising, banking, credit, finance, retailing, wholesaling, hotel, tourist and travel industry, insurance, transportation, and communications.

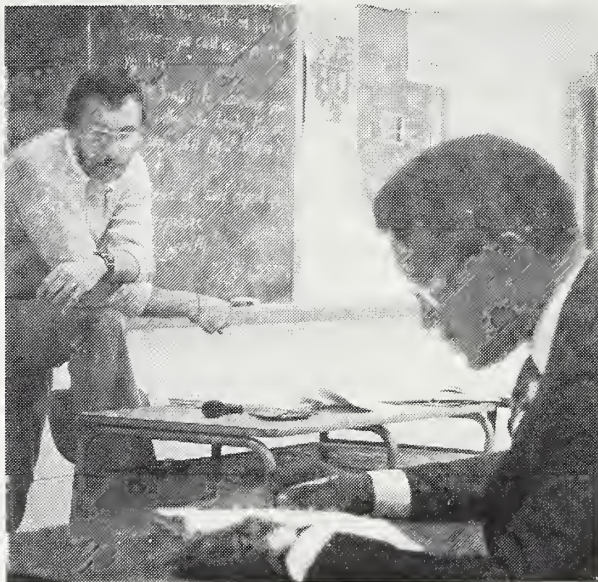


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BUSINESS ADMINISTRATION

			Contact Hours	Credit Hours
I. SPECIALTY REQUIREMENTS: 69 credit hours required				
BUS	101	Introduction to Business	3	3
BUS	102	Basic Typewriting	5	3
BUS	110	Office Machines	5	3
BUS	115	Business Law	3	3
BUS	116	Business Law	3	3
BUS	120	Accounting Principles I	5	4
BUS	121	Accounting Principles II	5	4
BUS	122	Accounting Principles III	5	4
BUS	123	Business Finance	3	3
BUS	124	Business Finance	3	3
BUS	229	Income Taxes	5	5
BUS	232	Sales Development	3	3
BUS	233	Personnel Management	3	3
BUS	234	Personnel Problems	3	3
BUS	235	Business Management	3	3
BUS	239	Marketing	3	3
BUS	243	Advertising	3	3
BUS	247	Business Insurance	3	3
BUS	248	Business Insurance	3	3
BUS	272	Principles of Supervision	3	3
EDP	104	Introduction to Data Processing	5	4

II. RESTRICTED ELECTIVE REQUIREMENTS: 12 credit hours required

Select from Business Courses which are not Specialty Requirements. See Course Descriptions section of this catalogue for selection.

III. GENERAL EDUCATION REQUIREMENTS: 27 credit hours required

A.	English:		12 credits		
	ENG	101	Grammar	3	3
	ENG	102	Composition	3	3
	ENG	203	Business Communication	3	3
	ENG	204	Oral Communication	3	3
B.	Soc. Science:		10 credits		
	ECO	201	Principles of Economics I	5	5
	PSY	101	Introduction to Psychology	5	5
C.	Mathematics:		5 credits		
	MAT	110	Business Mathematics	5	5
TOTAL CREDITS REQUIRED					108

COMMERCIAL ART

The field of Commercial Art covers many facets of employment in the Visual Arts Industry. Anson Technical College's unique program is designed to provide in-depth training in the various branches of Commercial Art, while allowing students to gain refined training in their chosen area of concentration.

The Commercial Art student wishing to acquire the broadest possible knowledge of the program should take the *Commercial Art and Design* option. The *Advertising Arts* program should give the graduate a good background in all the basics of commercial art, as well as a sound understanding of the various forms of the media, and the effects of these forms on the public. The *Graphic Illustration* option offers a more concentrated overview of modern printing technology, along with the refinement of skills required for producing graphic artwork for each of the specialized areas of the printing industry.

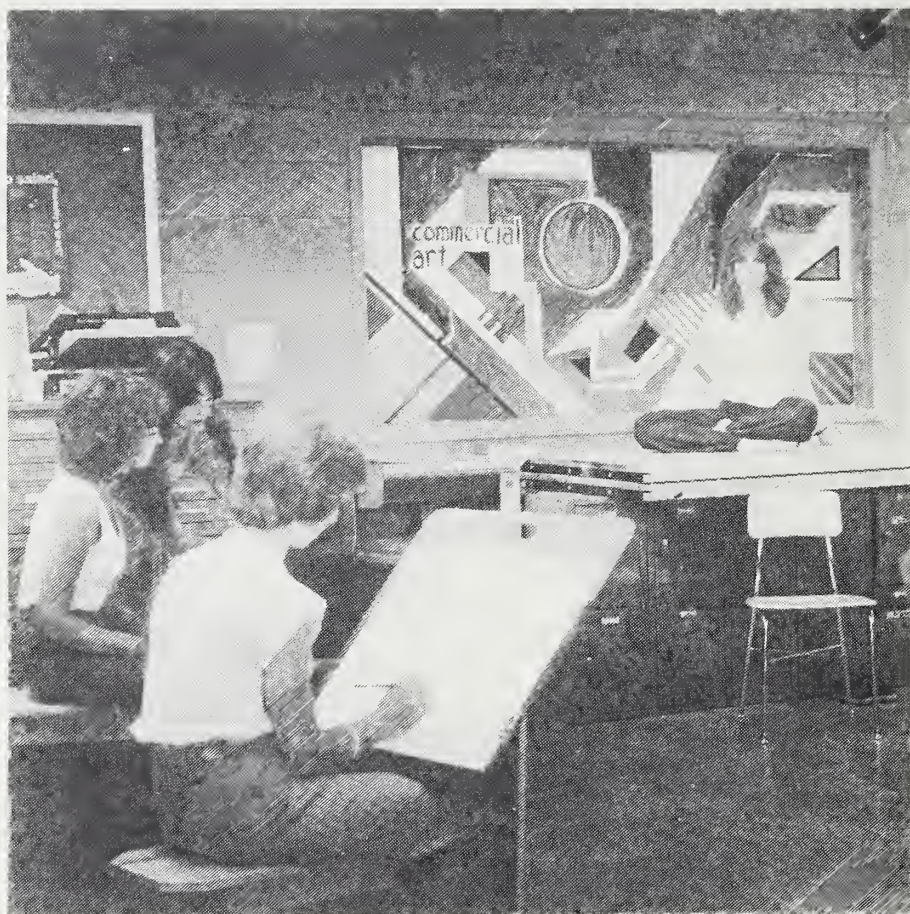


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COMMERCIAL ART — Advertising Arts

SPECIALTY REQUIREMENTS — 77 credit hours required

All courses in this area are required

			Contact Hours	Credit Hours
ART	100	Elements of Commercial Art	5	5
CAT	105	Basic Drawing	5	3
CAT	106	Figure Drawing	5	3
CAT	121	Basic Design	5	3
CAT	122	Dimensional Design	5	3
CAT	123	Color Theory & Pigmentation	5	3
CAT	137	Specialty Drawing	5	3
CAT	201	Typography & Lettering	4	3
CAT	202	Typography & Lettering Aids	4	3
CAT	203	Airbrush Art	3	3
CAT	206	Brochure Design	4	3
CAT	210	Magazine Illustration	4	3
CAT	211	Copy Writing	4	3
CAT	212	3-D Perspective	4	3
CAT	213	Resume & Portfolio	4	2
CAT	214	Advertising As A Business	3	2
CAT	215	Mechanical Layout	4	3
CAT	224	Ad Copy & Layout	5	3
PRN	155	Line Offset Camera	8	4
PRN	161	Offset Press	8	4
PRN	201	Printing Processes	4	3
PRN	220	Screen Printing	5	3
DFT	101	Technical Drafting	5	3
PHO	116	Basic Photography	5	3
PHO	212	Commercial Product Photography	5	3

GENERAL EDUCATION REQUIREMENTS — 24 credit hours required

* Indicates course is required

*ENG	101	Grammar	3	3
*ENG	102	Composition	3	3
*ENG	203	Business Communications	3	3
*ENG	204	Oral Communications	3	3
*MAT	101	Technical Mathematics	5	5
SOC	201	Introduction to Sociology	5	5
PSY	101	Introduction to Psychology	5	5
PSY	206	Applied Psychology	3	3

RESTRICTED ELECTIVE REQUIREMENTS — 9 credit hours required

BUS	101	Introduction to Business	3	3
BUS	102	Typewriting	5	3
BUS	232	Sales Development	3	3
BUS	240	Marketing Problems	3	3
BUS	241	Sales Promotion Management	3	3
BUS	243	Advertising	3	3
TOTAL CREDIT HOURS REQUIRED				109

COMMERCIAL ART — Commercial Art and Design

SPECIALTY REQUIREMENTS — 77 credit hours required

All courses in this area are required

			Contact Hours	Credit Hours
ART	100	Elements of Commercial Art	5	5
CAT	105	Basic Drawing	5	3
CAT	106	Figure Drawing	5	3
CAT	121	Basic Design	5	3
CAT	122	Dimensional Design	5	3
CAT	123	Color Theory & Pigmentation	5	3
CAT	137	Specialty Drawing	5	3
CAT	201	Typography & Lettering	4	3
CAT	202	Typography & Lettering Aids	4	3
CAT	203	Airbrush Art	3	3
CAT	206	Brochure Design	4	3
CAT	210	Magazine Illustration	4	3
CAT	211	Copy Writing	4	3
CAT	212	3-D Perspective	4	3
CAT	213	Resume & Portfolios	4	2
CAT	214	Advertising As a Business	3	2
CAT	215	Mechanical Layout	4	3
PRN	155	Line Offset Camera	8	4
PRN	161	Offset Press	8	4
PRN	171	Estimating	3	3
PRN	201	Printing Processes	4	3
PRN	220	Screen Printing	5	3
DFT	101	Technical Drafting	5	3
PHO	116	Basic Photography	5	3
PHO	212	Commercial Product Photography	5	3

GENERAL EDUCATION REQUIREMENTS — 24 credit hours required

*Indicates course is required

*ENG	101	Grammar	3	3
*ENG	102	Composition	3	3
*ENG	203	Business Communications	3	3
*ENG	204	Oral Communications	3	3
*MAT	101	Technical Mathematics	5	5
SOC	201	Introduction to Sociology	5	5
PSY	101	Introduction to Psychology	5	5
PSY	206	Applied Psychology	3	3

RESTRICTED ELECTIVE REQUIREMENTS — 6 credit hours required

BUS	101	Introduction to Business	3	3
BUS	102	Typewriting	5	3
BUS	232	Sales Development	3	3
BUS	243	Advertising	3	3
TOTAL CREDIT HOURS REQUIRED				107

COMMERCIAL ART — Graphic Illustration

SPECIALTY REQUIREMENTS — 82 credit hours required

All courses in this area are required

			Contact Hours	Credit Hours
ART	100	Elements of Commercial Art	5	5
CAT	105	Basic Drawing	5	3
CAT	106	Figure Drawing	5	3
CAT	121	Basic Design	5	3
CAT	122	Dimensional Design	5	3
CAT	123	Color Theory & Pigmentation	5	3
CAT	124	Television Graphic Design	5	3
CAT	137	Specialty Drawing	5	3
CAT	201	Typography & Lettering	4	3
CAT	202	Typography & Lettering Aids	4	3
CAT	203	Airbrush Art	3	3
CAT	206	Brochure Design	4	3
CAT	210	Magazine Illustration	4	3
CAT	211	Copy Writing	4	3
CAT	212	3-D Perspective	4	3
CAT	213	Resume & Portfolios	4	2
CAT	215	Mechanical Layout	4	3
CAT	220	Step and Repeat	5	3
CAT	222	Graphic Reproductions	5	3
CAT	223	Camera Ready Graphics	5	3
PRN	155	Line Offset Camera	8	4
PRN	201	Printing Processes	4	3
PRN	220	Screen Printing	5	3
DFT	101	Technical Drafting	5	3
PHO	116	Basic Photography	5	3
PHO	212	Commercial Product Photography	5	3
PHO	224	Photographic Illustration	3	2

GENERAL EDUCATION REQUIREMENTS — 24 credit hours required

*Indicates course is required

*ENG	101	Grammar	3	3
*ENG	102	Composition	3	3
*ENG	203	Business Communications	3	3
*ENG	204	Oral Communications	3	3
*MAT	101	Technical Mathematics	5	5
SOC	201	Introduction to Sociology	5	5
PSY	101	Introduction to Psychology	5	5
PSY	206	Applied Psychology	3	3

RESTRICTED ELECTIVE REQUIREMENTS — 3 credit hours required

BUS	101	Introduction to Business	3	3
BUS	102	Typewriting	5	3
BUS	232	Sales Development	3	3
BUS	243	Advertising	3	3
TOTAL CREDIT HOURS REQUIRED				109

The attached information has been designed to assist the student, who plans to partially complete the requirements of the first year of the Funeral Service Education curriculum at Anson Technical College.

These course offerings have been arranged through Fayetteville Technical Institute to permit a student to pursue his/her associate degree by attending Anson Technical College, then enroll at Fayetteville Technical Institute for completion.

The student who plans to participate in the transfer program at Anson Tech should plan to enter Fayetteville Technical Institute at the summer session in order to obtain the best sequence of course offerings.

The Dean of Students or a Counselor will serve as academic advisors for students who are pursuing courses in Funeral Service Education.

FUNERAL SERVICE EDUCATION

The Funeral Service Education curriculum is a two-year college level program leading to the Associate in Applied Science Degree. The curriculum is designed to support "The Whole-Man-Total-Funeral-Concept." The student is provided with an opportunity to acquire the knowledge and skills necessary to practice both embalming and funeral directing.

The graduate is qualified to take the National Board Examination which is produced by the Conference of Funeral Service Examining Boards. Licensees may practice funeral service by gaining employment at a funeral home. They may become funeral home owners or salesmen of funeral supplies. The graduate may elect to continue work on a Funeral Service baccalaureate degree at a four-year institution.

Under joint agreement with Fayetteville Technical Institute a student can take the following listed courses at Anson Technical College then transfer to Fayetteville Technical Institute to complete the requirements for the Associate in Applied Science Degree in Funeral Service Education.

			Lec.	Lab	Cr.
ENG	105	English Composition I	5	0	5
ENG	106	English Composition II	5	0	5
ENG	205	World Literature I	5	0	5
ENG	207	Major American Authors	5	0	6
ENG	208	English Literature I	5	0	5
ENG	204	Oral Communications	3	0	3
SPE	101	Speech Fundamentals	5	0	5
BUS	115	Business Law	3	0	3
BUS	116	Business Law	3	0	3
BUS	120	Accounting Principles I	3	2	4
BUS	235	Business Management	3	0	3
PSY	101	Introduction to Psychology	5	0	5
SOC	101	Introduction to Sociology	5	0	5
		TOTAL	50	2	51

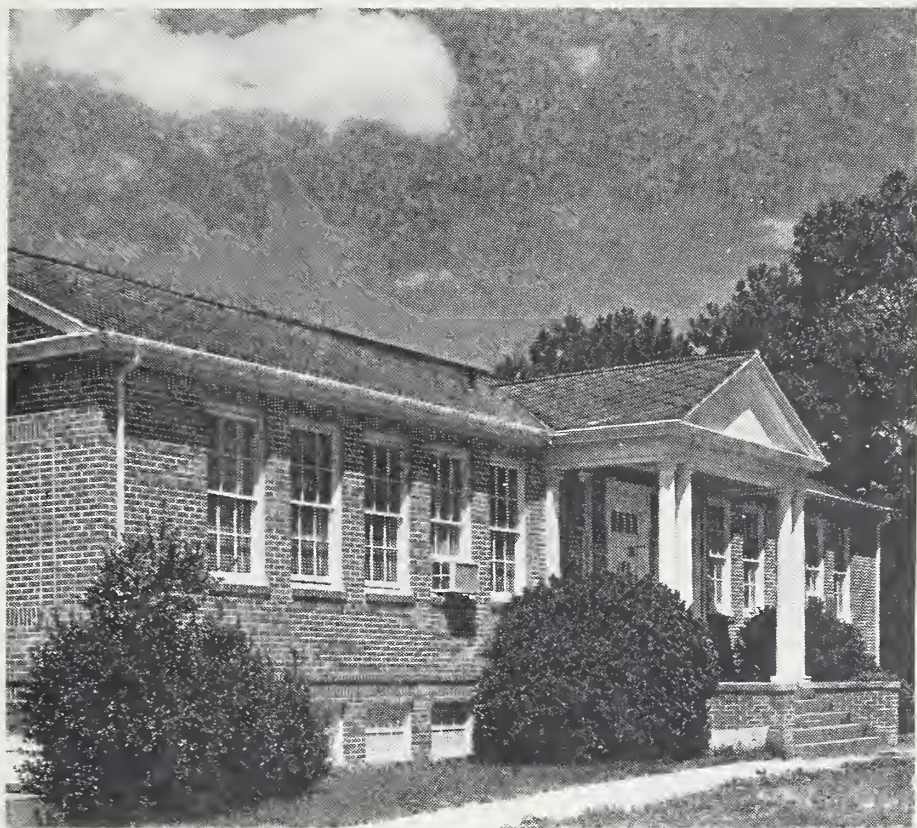


Photo by Anson Technical College Photography Department

GENERAL EDUCATION DEGREE

The General Education program is designed for people who wish to broaden their base of knowledge. A better understanding of the world will enable them to more effectively pursue personal goals whether they are in the world of business, education or as a member of society at large.

Students may pursue the Associate Degree in General Education by completing a minimum of 48 quarter credit hours in courses selected from the General Education offerings and an additional 48 hours from either General Education offerings or any other Associate Degree program offered by Anson Technical College. Programs of study should be determined with the student's Faculty Advisor.

Anson Tech works co-operatively with Pembroke State University and up to 60 quarter hours of the General Education program may be accepted towards the Baccalaureate degree at Pembroke. Most General Education courses may also be accepted at other regional colleges. Students desiring to pursue a four year degree should declare their intentions and determine their program of studies with their Faculty Advisor during the first quarter.



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GENERAL EDUCATION COURSES

			Quarter Hours Credit
Economics			
ECO	201	Principles of Economics I (Micro)	5
ECO	202	Principles of Economics II (Macro)	5
English and Literature			
ENG	105	Composition I	5
ENG	106	Composition II	5
ENG	205	World Literature I	5
ENG	207	Major American Authors	5
Fine Arts			
SPE	101	Speech Fundamentals	5
ART	205	History and Appreciation	5
MUS	230	Introduction to the Appreciation of Music	5
MUS	100	Chorus	1
Health and Physical Education			
PE	101	General Physical Education	2
HE	101	Personal Health and Hygiene	2
PE	215	Individual Sports	2
Mathematics & Science			
MAT	102	Math for Elementary School Teachers	5
MAT	105	Introduction to College Math	5
MAT	107	College Algebra	5
PHY	101	Basic Physical Science	6
BIO	101	General Biology I	5
BIO	102	General Biology II	5
GEO	201	World Geography	5
MAT	108	Trigonometry	5
MAT	109	Precalculus	5
Psychology			
PSY	101	Introductory Psychology	5
PSY	102	Educational Psychology	5
Social Science			
HIST	207	American History I	5
HIST	208	American History II	5
SOC	201	Introduction to Sociology	5
POL	202	American National Government	5
Foreign Language			
SPA	101	Beginning Spanish	5
SPA	102	Intermediate Spanish	5

Air-conditioning engineers define air conditioning as the process of controlling the temperature, humidity, cleanliness and distribution of air. In practice, this definition of air conditioning has resulted in a three billion dollar a year industry that plays a vital part in our country's daily life. Air conditioning is important for human comfort at work and play — in homes, schools, offices, and shops. It is vital for many manufacturing processes — from plastics and textiles to antibiotics and pudding mix. Air conditioning plays a highly important role in the transportation of people and products. Without air conditioning, computers could not function, jet airplanes couldn't carry passengers and summer heat waves would cause widespread illness. Medicines such as penicillin could not be manufactured. Valuable historic documents would fade and deteriorate. The air-conditioning industry is a young, vital one, with many challenges ahead. More efficient equipment and systems must be developed to condition homes, factories, schools, offices, shopping centers — even whole cities — and, at the same time, save energy. The use of solar and nuclear energy to cool buildings must be explored. Advances in the control of air pollution could someday come from the air-conditioning industry.

The air conditioning and refrigeration technician may be employed in areas of sales, installation, maintenance, production drafting, or systems design. He is involved with equipment for regulating temperature and humidity. He works with control systems, ducts and piping for distribution of air, water, steam, and refrigerants. His duties may be concerned with any or all of these systems and components.

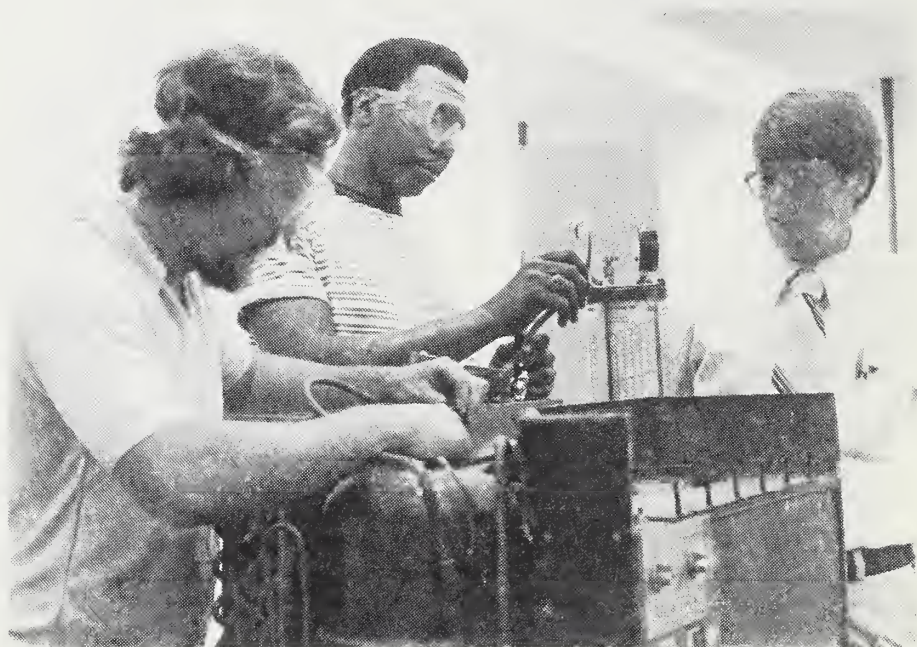


Photo by John Hortley

HVAC TECHNOLOGY

			Contact Hours	Credit Hours
I. SPECIALTY REQUIREMENTS: 70 credits				
AHR	1220	Refrigeration Electrical Systems	8	4
AHR	1221	Refrigeration Systems	12	6
AHR	1222	Domestic/Commercial Refrigeration Installation and Servicing	12	6
AHR	1223	Air Conditioning Systems	12	6
AHR	1224	Air Conditioning and Refrigeration Troubleshooting	12	6
AHR	1225	Duct Design and Installation	8	4
AHR	1226	All Year Comfort Systems	8	4
AHR	1228	Automatic Controls	8	4
AHR	1230	Forced Air Heating Systems	4	2
AHR	2211	Heating Systems	9	5
AHR	2212	Residential and Commercial Air Conditioning Systems	9	5
AHR	2213	All Weather Systems Heat Pumps	9	5
AHR	2214	Residential and Commercial Air Distribution	9	5
AHR	2215	Hydronic Heating Systems	5	3
AHR	2216	Solar Heating Systems	5	3
DFT	101	Technical Drafting	5	3
WLD	1103	Refrigeration Welding	4	2
II. RESTRICTED ELECTIVE REQUIREMENTS: 6 credits				
BUS	101	Introduction to Business	3	3
BUS	235	Business Management	3	3
BUS	236	Small Business Management	3	3
BUS	115	Business Law	3	3
III. GENERAL EDUCATION REQUIREMENTS: 25 credits				
A. English: 6 credits				
ENG	101	Grammar	3	3
ENG	102	Composition	3	3
ENG	204	Oral Communications	3	3
ENG	203	Business Communication	3	3
B. Social Science/Humanities: 3 credits				
PSY	206	Applied Psychology	3	3
PSY	101	Introductory Psychology	5	5
SOC	210	Introduction to Sociology	5	5
C. Mathematics: 5 credits				
MAT	101	Technical Mathematics	5	5
MAT	105	Introduction to College Mathematics	5	5
MAT	107	College Algebra	5	5
D. Physics: 11 credits				
PHY	100	Properties of Matter	5	4
PHY	102	Work, Energy and Power	4	3
PHY	103	Electricity	5	4
PHY	101	Basic Physical Science	6	5
TOTAL CREDITS				101

Industry's needs in positions of supervision and mid-management have grown extensively with the development of new methods of manufacturing and with the increase in the national economy. This need has added emphasis to the necessity for well-trained individuals that can understand new methods and keep abreast of trends in the economy. The supervisor and person in mid-management must be concerned daily with human behavior and the psychological factors which affect personnel working under their direction. They must also be conscious of the responsibilities of their position toward the total economic well being of the industry.

This course is designed to develop the individual's abilities in the art of communicating with his fellow worker by providing him with training in business and industrial management, psychology, production methods, and the general and social education that broadens one's perspective. This training should provide one with the opportunity to enter into an industrial occupation and, with experience, assume the responsibilities that go with supervisory and mid-management positions in industry.

The supervisor or foreman coordinates the activities of workers in one or more occupations. Duties of this position may encompass the interpreting of company policies to workers, involvement in planning of production schedules and estimating of man hour requirements for job completion, establishment or adjustment of work procedures, analysis of work problems, and initiation or plans to motivate workers to achieve work goals.

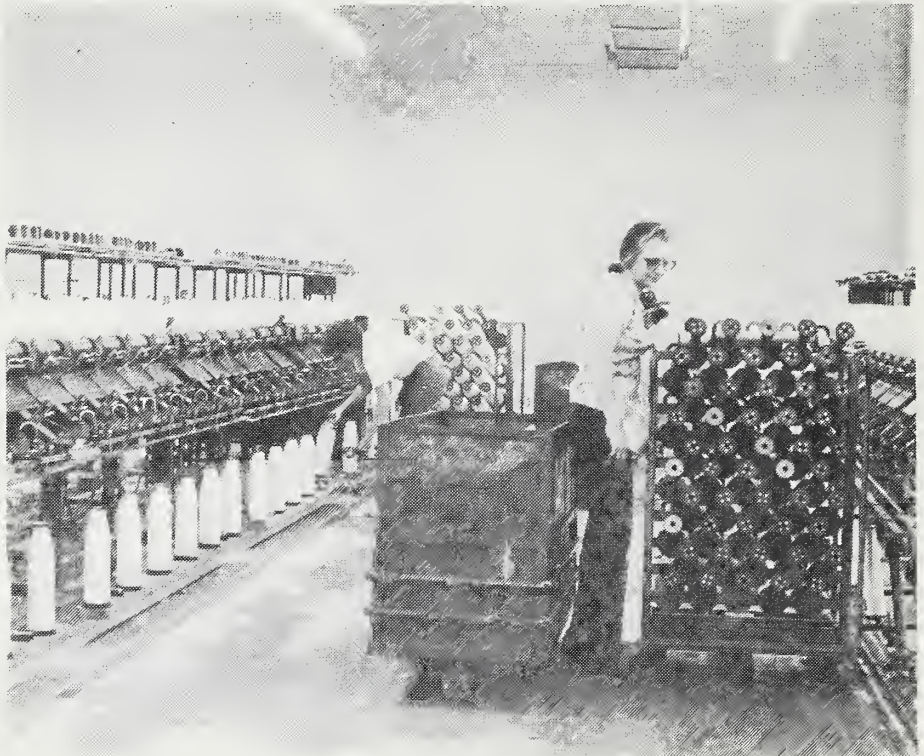


Photo by Wander Colentz

INDUSTRIAL MANAGEMENT

			Contact Hours	Credit Hours
I. SPECIALTY REQUIREMENTS: 57 credit hours required				
BUS	101	Introduction to Business	3	3
BUS	110	Office Machines	5	3
BUS	115	Business Law	3	3
BUS	120	Accounting Principles I	5	4
BUS	124	Business Finance	3	3
BUS	233	Personnel Management	3	3
BUS	235	Business Management	3	3
BUS	239	Marketing	3	3
BUS	247	Business Insurance	3	3
BUS	272	Principles of Supervision	3	3
EDP	104	Introduction to Data Processing	5	4
ISC	102	Industrial Safety	3	3
ISC	202	Quality Control (or BUS 121)	5	4
ISC	204	Value Analysis (or BUS 122)	3	3
ISC	210	Job Analysis and Evaluation	5	5
ISC	220	Management Problems	3	3
ISC	232	Production Planning	5	5

II. RESTRICTED ELECTIVE REQUIREMENTS: 22 credit hours required

Select from BUS, ISC, MEC, and DFT courses which are not Specialty Requirements. See course descriptions section of this catalog for selection.

III. GENERAL EDUCATION REQUIREMENTS: 27 credit hours required

A. English: 12 credits				
ENG	101	Grammar	3	3
ENG	102	Composition	3	3
ENG	203	Business Communication	3	3
ENG	204	Oral Communications	3	3
B. Social Science: 10 credits				
ECO	201	Principles of Economics I	5	5
PSY	101	Introduction to Psychology	5	5
C. Mathematics: 5 credits				
MAT	101	Technical Mathematics (or MAT 110)	5	5
TOTAL CREDITS REQUIRED				106

MARKETING AND RETAILING

Marketing and Retailing is a two-year course of study designed to prepare individuals for positions related to sales, advertising, and retailing.

Opportunities for employment are increasing in the Piedmont area. Individuals will be needed to fill the additional jobs in many marketing related fields. Career opportunities continue to increase in retail, wholesale, and industrial selling. In addition, many trained people are needed to fill marketing positions in the banking, finance, insurance, transportation, communication, advertising, and tourist-related fields.

Students who desire to enter the business world will find this program of great value toward a successful career.



Photo by Anson Technical College Photography Department

MARKETING & RETAILING

			Contact Hours	Credit Hours
I. SPECIALTY REQUIREMENTS: 67 credit hours required				
BUS	101	Introduction to Business	3	3
BUS	102	Basic Typewriting	5	3
BUS	110	Office Machines	5	3
BUS	115	Business Law	3	3
BUS	116	Business Law	3	3
BUS	120	Accounting Principles I	5	4
BUS	121	Accounting Principles II	5	4
BUS	122	Accounting Principles III	5	4
BUS	123	Business Finance	3	3
BUS	124	Business Finance	3	3
BUS	232	Sales Development	3	3
BUS	233	Personnel Management	3	3
BUS	239	Marketing	3	3
BUS	240	Marketing Problems	3	3
BUS	241	Sales Promotion Management	3	3
BUS	243	Advertising	3	3
BUS	245	Retailing	3	3
BUS	247	Business Insurance	3	3
BUS	248	Business Insurance	3	3
BUS	249	Buying and Merchandising	3	3
EDP	104	Introduction to Data Processing	5	4
II. RESTRICTED ELECTIVE REQUIREMENTS: 12 credit hours required				
Select from Business Courses which are not Specialty Requirements. See Course Descriptions section of this catalogue for selection.				
III. GENERAL EDUCATION REQUIREMENTS: 27 credit hours required				
A. English: 12 credits				
ENG	101	Grammar	3	3
ENG	102	Composition	3	3
ENG	203	Business Communication	3	3
ENG	204	Oral Communication	3	3
B. Social Science: 10 credits				
ECO	201	Principles of Economics I	5	5
PSY	101	Introduction to Psychology	5	5
C. Mathematics: 5 credits				
MAT	110	Business Mathematics	5	5
TOTAL CREDITS REQUIRED				106

PHOTOGRAPHY

The primary goal of the Photography program at Anson Technical College is to prepare the student for a career in the multi-faceted photographic industry. The photography program is broken down into five separate and unique areas of concentration. Each individual may choose to study the area of photography which is of most interest to him. These areas include the fields of: Commercial Photography, Architectural Photography, Portrait Photography, Photojournalism and Fashion Photography.

Because photography is in the mainstream of the modern technological age, there are several existing opportunities for qualified personnel. Graduates of the Photography program will be well prepared to meet the challenges and expectations of the photographic industry.



Photo by Anson Technical College Photography Department

PHOTOGRAPHY — Architectural Photography

SPECIALTY REQUIREMENTS — 81 credit hours required

All courses in this oreo ore required

			Contact hours	Credit Hours
PHO	116	Basic Photography	5	3
PHO	117	Optics & Accessories	6	4
PHO	118	Large Format Photography	6	4
PHO	130	Color Camera	5	3
PHO	132	Color Printing	8	5
PHO	210	Nature Photography	5	3
PHO	140	Portrait Photography	5	3
PHO	216	Architectural Photography	5	3
PHO	217	Architectural Photo — Interior	5	3
PHO	218	Photojournalism	8	5
PHO	214	Fashion Photography	5	3
PHO	220	Photo-Copying	4	3
PHO	222	Special Process Photography	3	3
PHO	224	Photographic Illustration	4	3
PHO	213	Commercial Machinery Photography	5	5
ART	100	The Elements of Commercial Art	5	5
CAT	122	Dimensional Design	5	3
CAT	211	Copy Writing	4	3
CAT	213	Resume & Portfolio	4	3
CAT	214	Advertising As A Business	3	2
CAT	203	Airbrush Art	3	3
CAT	218	Interior Illustration	5	3
PRN	201	Printing Processes	4	3
DFT	101	Technical Drafting	5	3

GENERAL EDUCATION REQUIREMENTS — 24 credit hours required

*Indicates course is required

*ENG	101	Grammar	3	3
*ENG	102	Composition	3	3
*ENG	204	Oral Communication	3	3
PSY	206	Applied Psychology	3	3
SOC	201	Introduction to Sociology	5	5
*MAT	101	Technical Mathematics	5	5
PSY	101	Introduction to Psychology	5	5
ENG	203	Business Communications	3	3

RESTRICTED ELECTIVE REQUIREMENTS — 3 credit hours required

BUS	101	Introduction to Business	3	3
BUS	232	Sales Development	3	3
BUS	239	Marketing	3	3
BUS	243	Advertising	3	3
BUS	236	Small Business Management	3	3
BUS	235	Business Management	3	3
TOTAL CREDIT HOURS REQUIRED				108

PHOTOGRAPHY — Commercial Photography

SPECIALTY REQUIREMENTS — 75 credit hours required

All courses in this oreo ore required

			Contact Hours	Credit Hours
PHO	116	Basic Photography	5	3
PHO	117	Optics & Accessories	6	4
PHO	118	Large Format Photography	6	4
PHO	130	Color Camera	5	3
PHO	132	Color Printing	8	5
PHO	210	Nature Photography	5	3
PHO	140	Portrait Photography	5	3
PHO	216	Architectural Photography	5	3
PHO	218	Photojournalism	8	5
PHO	214	Fashion Photography	5	3
PHO	220	Photo-Copying	4	3
PHO	222	Special Process Photography	3	3
PHO	224	Photographic Illustration	4	3
PHO	213	Commercial Machinery Photography	5	5
ART	100	The Elements of Commercial Art	5	5
CAT	122	Dimensional Design	5	3
CAT	211	Copy Writing	4	3
CAT	213	Resume & Portfolio	4	3
CAT	214	Advertising As A Business	3	2
CAT	203	Airbrush Art	3	3
PRN	201	Printing Processes	4	3
DFT	101	Technical Drafting	5	3

GENERAL EDUCATION REQUIREMENTS — 24 credit hours required

*Indicates course is required

*ENG	101	Grammar	3	3
*ENG	102	Composition	3	3
*ENG	204	Oral Communication	3	3
PSY	206	Applied Psychology	3	3
SOC	201	Introduction to Sociology	5	5
*MAT	101	Technical Mathematics	5	5
PSY	101	Introduction to Psychology	5	5
ENG	203	Business Communications	3	3

RESTRICTED ELECTIVE REQUIREMENTS — 6 credit hours required

*Indicates course is required

*BUS	101	Introduction to Business	3	3
BUS	232	Sales Development	3	3
BUS	239	Marketing	3	3
BUS	243	Advertising	3	3
BUS	236	Small Business Management	3	3
BUS	235	Business Management	3	3
TOTAL CREDIT HOURS REQUIRED				105

PHOTOGRAPHY — Fashion Photography

SPECIALTY REQUIREMENTS — 76 credit hours required

All courses in this area are required

			Contact Hours	Credit Hours
PHO	116	Basic Photography	5	3
PHO	117	Optics & Accessories	6	4
PHO	118	Large Format Photography	6	4
PHO	130	Color Camera	5	3
PHO	132	Color Printing	8	5
PHO	210	Nature Photography	5	3
PHO	140	Portrait Photography	5	3
PHO	215	Fashion Photography, Male and Children	5	3
PHO	216	Architectural Photography	5	3
PHO	218	Photojournalism	8	5
PHO	214	Fashion Photography	5	3
PHO	220	Photo-Copying	4	3
PHO	222	Special Process Photography	3	3
PHO	224	Photographic Illustration	4	3
ART	100	The Elements of Commercial Art	5	5
CAT	122	Dimensional Design	5	3
CAT	211	Copy Writing	4	3
CAT	213	Resume & Portfolio	4	3
CAT	214	Advertising As A Business	3	2
CAT	203	Airbrush Art	3	3
CAT	216	Fashion Presentation	5	3
CAT	210	Magazine Illustration	4	3
PRN	201	Printing Processes	4	3

GENERAL EDUCATION REQUIREMENTS — 24 credit hours required

*Indicates course is required

*ENG	101	Grammar	3	3
*ENG	102	Composition	3	3
*ENG	204	Oral Communication	3	3
PSY	206	Applied Psychology	3	3
SOC	201	Introduction to Sociology	5	5
*MAT	101	Technical Mathematics	5	5
PSY	101	Introduction to Psychology	5	5
ENG	203	Business Communications	3	3

RESTRICTED ELECTIVE REQUIREMENTS — 6 credit hours required

*Indicates course is required

*BUS	101	Introduction to Business	3	3
BUS	232	Sales Development	3	3
BUS	239	Marketing	3	3
BUS	243	Advertising	3	3
BUS	236	Small Business Management	3	3
BUS	235	Business Management	3	3
TOTAL CREDIT HOURS REQUIRED				106

PHOTOGRAPHY — Photo Journalism

SPECIALTY REQUIREMENTS — 73 credit hours required

All courses in this area are required

			Contact Hours	Credit Hours
PHO	116	Basic Photography	5	3
PHO	117	Optics & Accessories	6	4
PHO	118	Large Format Photography	6	4
PHO	130	Color Camera	5	3
PHO	132	Color Printing	8	5
PHO	210	Nature Photography	5	3
PHO	140	Portrait Photography	5	3
PHO	216	Architectural Photography	5	3
PHO	218	Photojournalism	8	5
PHO	219	Photojournalism — Sports	5	3
PHO	214	Fashion Photography	5	3
PHO	220	Photo-Copying	4	3
PHO	222	Special Process Photography	3	3
PHO	224	Photographic Illustration	4	3
PHO	229	Photo Journalism — Photo Story and Essay	5	3
ART	100	The Elements of Commercial Art	5	5
CAT	122	Dimensional Design	5	3
CAT	211	Copy Writing	4	3
CAT	213	Resume & Portfolio	4	3
CAT	214	Advertising As A Business	3	2
CAT	203	Airbrush Art	3	3
PRN	201	Printing Processes	4	3

GENERAL EDUCATION REQUIREMENTS — 34 credit hours required

*Indicates course is required

*ENG	101	Grammar	3	3
*ENG	102	Composition	3	3
*ENG	204	Oral Communication	3	3
PSY	206	Applied Psychology	3	3
SOC	201	Introduction to Sociology	5	5
*MAT	101	Technical Mathematics	5	5
PSY	101	Introduction to Psychology	5	5
ENG	203	Business Communications	3	3
*ENG	105	English Composition I	5	5
*ENG	106	English Composition II	5	5

RESTRICTED ELECTIVE REQUIREMENTS — 3 credit hours required

BUS	101	Introduction to Business	3	3
BUS	232	Sales Development	3	3
BUS	239	Marketing	3	3
BUS	243	Advertising	3	3
BUS	236	Small Business Management	3	3
BUS	235	Business Management	3	3
TOTAL CREDIT HOURS REQUIRED				110

PHOTOGRAPHY — Portrait Photography

SPECIALTY REQUIREMENTS — 75 credit hours required

All courses in this area are required

			Contact Hours	Credit Hours
PHO	116	Basic Photography	5	3
PHO	117	Optics & Accessories	6	4
PHO	118	Large Format Photography	6	4
PHO	130	Color Camera	5	3
PHO	132	Color Printing	8	5
PHO	210	Nature Photography	5	3
PHO	140	Portrait Photography	5	3
PHO	141	Portrait Photography — Group	5	3
PHO	218	Photojournalism	8	5
PHO	214	Fashion Photography	5	3
PHO	220	Photo-Copying	4	3
PHO	222	Special Process Photography	3	3
PHO	224	Photographic Illustration	4	3
PHO	213	Commercial Machinery Photography	5	5
PHO	250	Retouching & Oil Coloring	5	3
ART	100	The Elements of Commercial Art	5	5
CAT	122	Dimensional Design	5	3
CAT	211	Copy Writing	4	3
CAT	213	Resume & Portfolio	4	3
CAT	214	Advertising As A Business	3	2
CAT	203	Airbrush Art	3	3
PRN	201	Printing Processes	4	3

GENERAL EDUCATION REQUIREMENTS — 24 credit hours required

*Indicates course is required

*ENG	101	Grammar	3	3
*ENG	102	Composition	3	3
*ENG	204	Oral Communication	3	3
PSY	206	Applied Psychology	3	3
SOC	201	Introduction to Sociology	5	5
*MAT	101	Technical Mathematics	5	5
PSY	101	Introduction to Psychology	5	5
ENG	203	Business Communications	3	3

RESTRICTED ELECTIVE REQUIREMENTS — 6 credit hours required

*Indicates course is required

*BUS	101	Introduction to Business	3	3
BUS	232	Sales Development	3	3
BUS	239	Marketing	3	3
BUS	243	Advertising	3	3
BUS	236	Small Business Management	3	3
BUS	235	Business Management	3	3
TOTAL CREDIT HOURS REQUIRED				105

The graphic arts industry is large and varied and provides excellent opportunities for the individual with ability and training. The Printing Management Curriculum is designed to prepare the student for initial employment, usually in the category of trainee or assistant in the management offices. He progresses through earned promotions to work requiring increasing experience and responsibility. The program of instruction includes both classroom and laboratory experience with practical application to the graphic arts industry. In addition, field trips, speakers, and movies enrich the program.

Printing Management Technicians perform many of the planning and supervisory tasks necessary in the printing and allied industries. Depending on the size of the organization, the technician may work directly with management or with skilled craftsmen, or function as a liaison between them. The technician is involved in the handling of customer inquiries and other front office operations such as estimating cost, production, inventories; scheduling; control; and recordkeeping. The graduate may perform functions in ordering printing production supplies; measuring and scaling copies; production capacity and operation of plant machinery; and uses various tables, charts, and devices for calculating time factors and production costs for a variety of printing jobs.

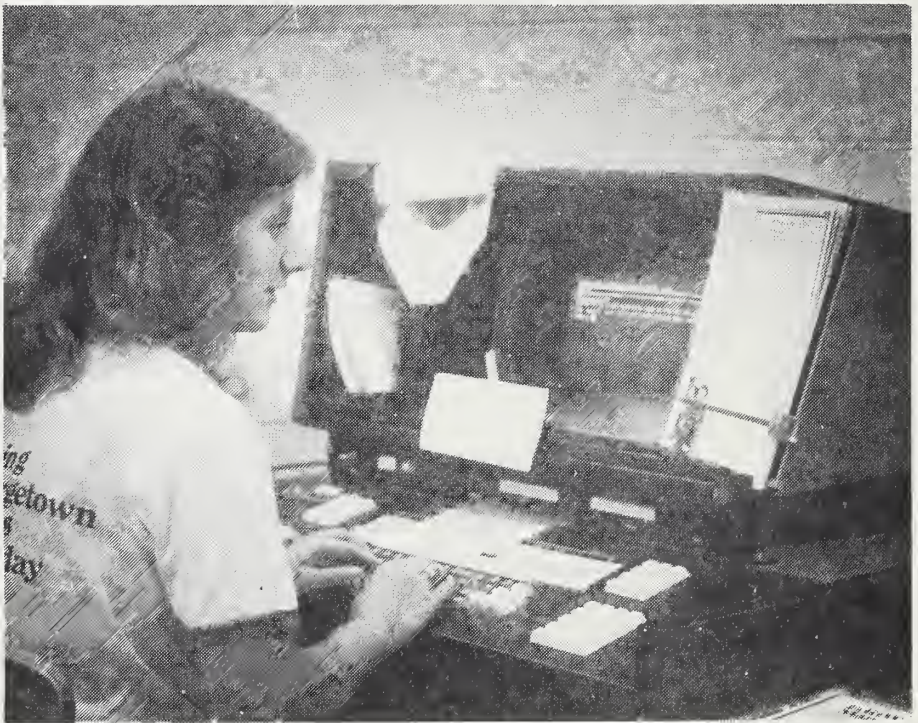


Photo by Anson Technical College Photography Department

PRINTING MANAGEMENT

SPECIALTY REQUIREMENTS — 67 credit hours required

All courses in this area are required

			Contact Hours	Credit Hours
PRN	155	Line Offset Camera	8	4
PRN	156	Half-tone-Offset Camera	8	4
PRN	157	Offset Darkroom Techniques	8	4
PRN	158	Darkroom Special Effects	8	4
PRN	161	Offset Press	8	4
PRN	162	Half-tone Presswork	8	4
PRN	163	Color Printing	8	4
PRN	164	Special Press Operations	8	4
PRN	171	Estimating	3	3
PRN	210	Printing Organization & Planning	5	3
PRN	220	Screen Printing Processes	5	3
PRN	240	Printing Plant Maintenance	5	3
ART	100	Elements of Commercial Art	5	5
CAT	122	Dimensional Design	5	3
CAT	201	Typography & Lettering	4	3
CAT	211	Copy Writing	4	3
CAT	215	Mechanical Layout	4	3
PHO	116	Basic Photography	5	3
DFT	101	Technical Drafting	5	3

GENERAL EDUCATION REQUIREMENTS — 24 credit hours required

*Indicates course is required

*ENG	101	Grammar	3	3
*ENG	102	Composition	3	3
*ENG	203	Business Communications	3	3
*ENG	204	Oral Communications	3	3
PSY	206	Applied Psychology	3	3
PSY	101	Introduction to Psychology	5	5
SOC	201	Introduction to Sociology	5	5
*MAT	101	Technical Mathematics	5	5

RESTRICTED ELECTIVE REQUIREMENTS — 20 credit hours required

*Indicates course is required

*BUS	101	Introduction to Business	3	3
*BUS	102	Typewriting	5	3
BUS	243	Advertising	3	3
BUS	232	Sales Development	3	3
BUS	115	Business Law	3	3
BUS	233	Personnel Management	3	3
BUS	120	Accounting Principles I	5	4
BUS	121	Accounting Principles II	5	4
BUS	122	Accounting Principles III	5	4
BUS	123	Business Finance	3	3
BUS	234	Personnel Problems	3	3
BUS	235	Business Management	3	3
BUS	236	Small Business Management	3	3
BUS	272	Principles of Supervision	3	3
TOTAL CREDIT HOURS REQUIRED				107

Qualified secretaries are now in great demand in our expanding business world. The purpose of this curriculum is to outline a program that will provide secretarial training required in the business world and to enable persons to become proficient soon after accepting employment in the business office.

The Executive Secretary curriculum is designed to offer the students the necessary secretarial skills in typing, dictation, transcription, and terminalogy for employment in the business world. The special training in secretarial subjects is supplemented by related courses in mathematics, accounting, business law, and personality development.

The graduate of the Executive Secretary curriculum should have a knowledge of business terminalogy, skill in dictation and accurate transcription of business letters and reports. The graduate may be employed as a stenographer or a secretary. Stenographers are primarily responsible for taking dictation and transcribing letters, memoranda, or reports. The secretary, in addition to taking dictation and transcribing material, is given more responsibility in connection with meeting office callers, screening telephone calls, and being an assistant to the executive. She may enter a secretarial position in a variety of offices in business such as insurance companies, banks, marketing institutions, and financial firms.



Photo by Anson Technicol College Photography Department

SECRETARIAL SCIENCE — Executive

			Contact Hours	Credit Hours
I. SPECIALTY REQUIREMENTS: 78 credit hours required				
BUS	101	Introduction to Business	3	3
BUS	102	Basic Typewriting	5	3
BUS	103	Intermediate Typewriting	5	3
BUS	104	Advanced Typewriting	5	3
BUS	105	Professional Typewriting	5	3
BUS	106	Shorthand I	5	4
BUS	107	Shorthand II	5	4
BUS	110	Office Machines	5	3
BUS	112	Filing	3	3
BUS	115	Business Law	3	3
BUS	118	Basic Secretarial Accounting	5	4
BUS	119	Advanced Secretarial Accounting	5	4
BUS	180	Word Studies	3	3
BUS	206	Shhd. Dictation/Transcription I	5	3
BUS	207	Shhd. Dictation/Transcription II	5	3
BUS	209	Machine Transcription	4	3
BUS	211	Secretarial Machines	5	3
BUS	213	Personal Development for Sec.	3	3
BUS	214	Secretarial Procedures	5	4
BUS	216	Office Simulation	5	3
BUS	220	Payroll Accounting	3	3
BUS	271	Office Management	3	3
BUS	273	Introduction to Word Processing	3	3
EDP	104	Introduction to Data Processing	5	4
II. RESTRICTED ELECTIVE REQUIREMENTS: 3 credit hours required				
Select from Business courses which are not Specialty Requirements. See Course Descriptions section of this catalogue for selection.				
III. GENERAL EDUCATION REQUIREMENTS: 27-28 credit hours required				
A. English: 12 credits				
ENG	101	Grammar	3	3
ENG	102	Composition	3	3
ENG	203	Business Communications	3	3
ENG	204	Oral Communications	3	3
B. Social Science: 10-11 credits				
PSY	101	Introductory Psychology	5	5
ECO	201	Principles of Economics I	5	5
		- OR -		
ECO	108	Personal Money Management I	3	3
		- AND -		
ECO	109	Personal Money Management II	3	3
C. Mathematics: 5 credits				
MAT	110	Business Mathematics	5	5
TOTAL CREDITS REQUIRED				108

SECRETARIAL SCIENCE — General Office Technology

More people are now employed in clerical occupations than in any other single job category. Automation and increased production will mean that these people will need more technical skills and a greater adaptability for diversified types of jobs.

The General Office Technology curriculum is designed to develop the necessary variety of skills for employment in the business world. Specialized training in skill areas is supplemented by related courses in mathematics, accounting, business law, and economics.

The graduate of the General Office Technology curriculum may be employed as a clerical assistant, accounting clerk, bookkeeper, file clerk, machine transcriptionist, or a variety of other clerical-related jobs. Positions are available in almost every type of business, large or small.



Photo by Anson Technical College Photography Department

SECRETARIAL SCIENCE — General Office Technology

			Contact Hours	Credit Hours
I. SPECIALTY REQUIREMENTS: 73 credit hours required				
BUS	101	Introduction to Business	3	3
BUS	102	Basic Typewriting	5	3
BUS	103	Intermediate Typewriting	5	3
BUS	104	Advanced Typewriting	5	3
BUS	105	Professional Typewriting	5	3
BUS	110	Office Machines	5	3
BUS	112	Filing	3	3
BUS	115	Business Law	3	3
BUS	118	Basic Secretarial Accounting	5	4
BUS	119	Advanced Secretarial Accounting	5	4
BUS	180	Word Studies	3	3
BUS	209	Machine Transcription	4	3
BUS	211	Secretarial Machines	5	3
BUS	213	Personal Development for Sec.	3	3
BUS	215	Office Procedures	5	4
BUS	216	Office Simulation	5	3
BUS	220	Payroll Accounting	3	3
BUS	232	Sales Development	3	3
BUS	271	Office Management	3	3
BUS	272	Principles of Supervision	3	3
BUS	273	Introduction to Word Processing	3	3
EDP	104	Introduction to Data Processing	5	4
II. RESTRICTED ELECTIVE REQUIREMENTS: 6 credit hours required				
Select from Business courses which are not Specialty Requirements. See Course Descriptions section of this catalogue for selection.				
III. GENERAL EDUCATION REQUIREMENTS: 27-28 credit hours required				
A. English: 12 credits				
ENG	101	Grammar	3	3
ENG	102	Composition	3	3
ENG	203	Business Communications	3	3
ENG	204	Oral Communications	3	3
B. Social Science: 10-11 credits				
PSY	101	Introductory Psychology	5	5
ECO	201	Principles of Economics I	5	5
		- OR -		
ECO	108	Personal Money Management I	3	3
		- AND -		
ECO	109	Personal Money Management II	3	3
C. Mathematics: 5 credits				
MAT	110	Business Mathematics	5	5
TOTAL CREDITS REQUIRED				108

Because of the opening of many legal offices and new city-county office buildings, qualified legal secretaries are now in great demand. The purpose of the Legal Secretary curriculum is to outline a program that will provide specialized training in the procedures required by the legal profession, and to enable persons to become proficient soon after accepting employment in the legal office.

The curriculum is designed to offer the students the necessary secretarial skills in typing, dictation, transcription, and terminalogy for employment in the legal profession. The special training in secretarial subjects is supplemented by related courses in mathematics, accounting, business law, and personality development.

The graduate of the Legal Secretary curriculum should have a knowledge of legal terminalogy, skill in dictation and accurate transcription of legal records, reports, letters, and documents. The duties of a legal secretary may consist of: taking dictation and transcribing letters, memoranda and reports, meeting office callers and screening telephone calls, filing, and scheduling appointments. Opportunities for employment of the graduate exist in a variety of secretarial positions in the legal profession such as in lawyers' offices and state and government offices.

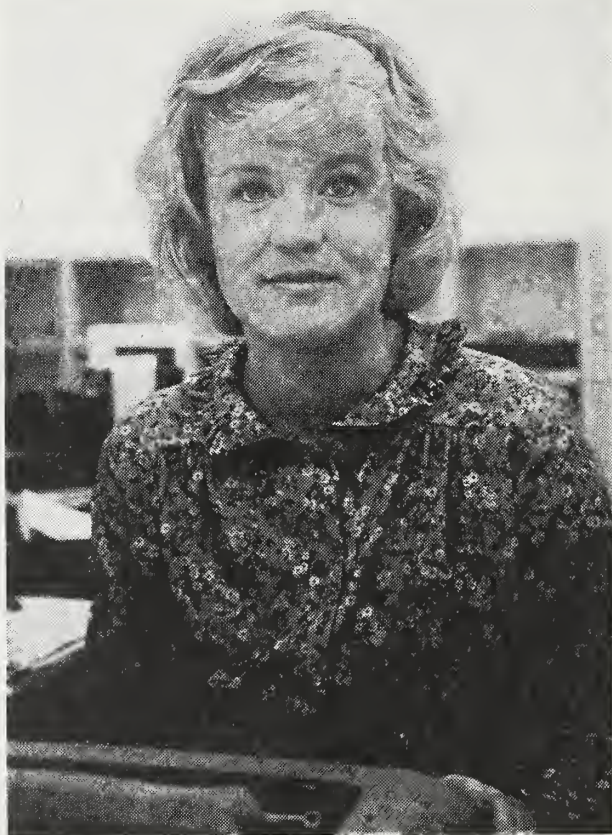


Photo by Ansan Technical College Photography Department

SECRETARIAL SCIENCE — Legal

			Contact Hours	Credit Hours
I. SPECIALTY REQUIREMENTS: 78 credit hours required *				
BUS	101	Introduction to Business	3	3
BUS	102	Basic Typewriting	5	3
BUS	103	Intermediate Typewriting	5	3
BUS	104	Advanced Typewriting	5	3
BUS	105	Professional Typewriting	5	3
BUS	106	Shorthand I	5	4
BUS	107	Shorthand II	5	4
BUS	110	Office Machines	5	3
BUS	112	Filing	3	3
BUS	115	Business Law	3	3
BUS	116	Business Law	3	3
BUS	118	Basic Secretarial Accounting	5	4
BUS	119	Advanced Secretarial Accounting	5	4
BUS	180	Word Studies	3	3
BUS	183	Legal Terminology	3	3
BUS	206	Shhd. Dictation/Transcription I	5	3
BUS	207	Shhd. Dictation/Transcription II	5	3
BUS	209	Machine Transcription	4	3
BUS	211	Secretarial Machines	5	3
BUS	213	Personal Development for Sec.	3	3
BUS	214	Secretarial Procedures	5	4
BUS	216	Office Simulation	5	3
BUS	273	Introduction to Word Processing	3	3
EDP	104	Introduction to Data Processing	5	4

II. RESTRICTED ELECTIVE REQUIREMENTS: 3 credit hours required

Selected from Business courses which are not Specialty Requirements. See Course Descriptions section of this catalogue for selection.

III. GENERAL EDUCATION REQUIREMENTS: 27-28 credit hours required

A. English: 12 credits				
ENG	101	Grammar	3	3
ENG	102	Composition	3	3
ENG	203	Business Communications	3	3
ENG	204	Oral Communications	3	3
B. Social Science: 10-11 credits				
PSY	101	Introductory Psychology	5	5
ECO	201	Principles of Economics I	5	5
		- OR -		
ECO	108	Personal Money Management I	3	3
		- AND -		
ECO	109	Personal Money Management II	3	3
C. Mathematics: 5 credits				
MAT	110	Business Mathematics	5	5
TOTAL CREDITS REQUIRED				108

In nearly every community there are occupational opportunities for people trained in the functions, operations, and duties performed by those who assist doctors. The purpose of the Medical Secretary curriculum is to outline a program that will provide specialized training in the procedures required by the medical profession and to enable persons to become proficient soon after accepting employment in the medical office.

The curriculum is designed to offer the students the necessary skills in typing, dictation, transcription, and terminology for employment in the medical profession. The special training in secretarial subjects is supplemented by related courses in mathematics, accounting, business law, and personality development.

The graduate of the medical secretary curriculum should have a knowledge of medical terminology, skill in dictation and accurate transcription of medical reports, letters, and forms. The duties of the medical secretary may consist of: handling telephone calls, making appointments, keeping patients' records, ordering supplies, typing medical reports, and keeping financial records. Opportunities for employment of the graduate exist in a variety of secretarial positions in the medical profession such as in doctors' offices, hospitals, and health departments.



Photo by Anson Technical College Photography Department

SECRETARIAL SCIENCE — Medical

			Contact Hours	Credit Hours
I. SPECIALTY REQUIREMENTS: 78 credit hours required				
BUS	101	Introduction to Business	3	3
BUS	102	Basic Typewriting	5	3
BUS	103	Intermediate Typewriting	5	3
BUS	104	Advanced Typewriting	5	3
BUS	105	Professional Typewriting	5	3
BUS	106	Shorthand I	5	4
BUS	107	Shorthand II	5	4
BUS	110	Office Machines	5	3
BUS	112	Filing	3	3
BUS	115	Business Law	3	3
BUS	118	Basic Secretarial Accounting	5	4
BUS	119	Advanced Secretarial Accounting	5	4
BUS	180	Word Studies	3	3
BUS	193	Basic Medical Terminology	3	3
BUS	194	Advanced Medical Terminology	3	3
BUS	206	Shhd. Dictation/Transcription I	5	3
BUS	207	Shhd. Dictation/Transcription II	5	3
BUS	209	Machine Transcription	4	3
BUS	211	Secretarial Machines	5	3
BUS	213	Personal Development for Sec.	3	3
BUS	214	Secretarial Procedures	5	4
BUS	216	Office Simulation	5	3
BUS	273	Introduction to Ward Processing	3	3
EDP	104	Introduction to Data Processing	5	4

II. RESTRICTED ELECTIVE REQUIREMENTS: 3 credit hours required

Select from Business courses which are not Specialty Requirements. See Course Descriptions section of this catalogue for selection.

III. GENERAL EDUCATION REQUIREMENTS: 27-28 credit hours required

A. English: 12 credits				
ENG	101	Grammar	3	3
ENG	102	Composition	3	3
ENG	203	Business Communications	3	3
ENG	204	Oral Communications	3	3
B. Social Science: 10-11 credits				
PSY	101	Introductory Psychology	5	5
ECO	201	Principles of Economics I	5	5
		- OR -		
ECO	108	Personal Money Management I	3	3
		- AND -		
ECO	109	Personal Money Management II	3	3
C. Mathematics: 5 credits				
MAT	110	Business Mathematics	5	5
TOTAL CREDITS REQUIRED				108

SOCIAL SERVICES ASSOCIATE

The Social Service Associate Program is designed to prepare people to work with the professional Social Service Worker. The Social Service Associate will be prepared to assist the professional in carrying out the many duties required in our highly complex system of social service and welfare.

Studies include Psychology, Health, Nutrition, Communications, Clerical skills and various courses in the Social Sciences which will give the Associate an understanding of the problems and operations of a Social Service Agency. Each student will be required to work under supervision, in a social service agency as a part of their curriculum.

Employment opportunities include, Social Services, hospitals, schools, nursing homes, correctional institutions and others.



Photo by Donald Deitz

SOCIAL SERVICES ASSOCIATE

I. SPECIALTY REQUIREMENTS — 55 credit hours required. Select from the following:

			Contact Hours	Credit Hours
SOC	201	Introduction to Sociology	5	5
PSY	102	Developmental Psychology	5	5
ECO	108	Personal Money Management I	3	3
BUS	102	Basic Typewriting	5	3
BUS	112	Filing	3	3
SOC	214	Problems and Issues in Social Problems	3	3
SOC	216	Introduction to Social Services	3	3
BUS	103	Advanced Typewriting	5	3
ECO	109	Personal Money Management II	3	3
SOC	211	Marriage and Family	3	3
HEA	105	Community Health	3	3
SSC	201	Practicum I	15	5
SOC	217	Juvenile Delinquency	3	3
SSC	202	Practicum II	16	5
SSC	205	American Institutions	3	3

II. GENERAL EDUCATION REQUIREMENTS — 34 credit hours required. Select from the following:

ENG	101	Grammar	3	3
ENG	105	Composition I	5	5
PSY	101	Introductory Psychology	5	5
ENG	102	Composition	3	3
ENG	203	Business Communications	3	3
MAT	110	Business Math	5	5
SPE	101	Speech Fundamentals	5	5
HIS	207	American History I	5	5
POL	202	American National Government	5	5
HIS	208	American History II	5	5

III. RESTRICTED ELECTIVES — The student may choose 12 hours of electives from any technical or business offerings.

	12
TOTAL CREDIT HOURS	101

TEACHER ASSOCIATE

As public education responds to the demands for accountability in teaching, the role of the teacher aide has come under closer scrutiny. The aide is now expected to be a paraprofessional. The Teacher Associate curriculum is designed to develop competency skills to enter this paraprofessional role as well as to up-grade the skills to those already employed in this occupation.

Students in the Teacher Associate Program will broaden their general education based as well as develop an understanding of the biological, physiological, and sociological growth of children. Specialty courses in the curriculum will enable them to better assist the professional teacher in the classroom.

Through an agreement with Wingate College, many of the courses in the curriculum will be accepted at Wingate toward a major in Early Childhood Education. Students who wish this option should work closely with their faculty advisor to determine their course of study.



Photo by Helen Comer

TEACHER ASSOCIATE

- I. SPECIALTY REQUIREMENTS — 40 credit hours required. Select from the following courses:

			Contact Hours	Credit Hours
ART	236	Art Activities for the Classroom	3	3
BUS	102	Basic Typewriting	5	3
EDU	201	Clinical Experience	11	5
EDU	203	Exceptional Child	3	3
EDU	227	Educating the Minority Student	3	3
EDU	231	Creative Activities	3	3
EDU	234	Audiovisual Instruction	3	3
EDU	235	Introduction to Reading Skills and Methods	3	3
EDU	236	Teaching of Reading	3	3
EDU	239	Current Issues in Education	3	3
ENG	217	Children's Literature	3	3
MAT	102	Mathematics for Elementary School Teachers	3	3
MUS	236	Musical Activities for the Classroom	3	3
PSY	206	Applied Psychology	3	3
SOC	211	Marriage and Family	3	3

- II. GENERAL EDUCATION REQUIREMENTS — 60 credit hours required. Select from the following:

ART	205	History and Appreciation of Art	5	5
ENG	101	Grammar	3	3
ENG	105	English Composition I	5	5
ENG	106	English Composition II	5	5
GEO	201	Principles of Geography	5	5
HIS	207	American History I	5	5
HIS	208	American History II	5	5
MUS	230	Introduction to the Appreciation of Music	5	5
PHY	101	Basic Physical Science	6	5
		or		
BIO	101	General Biology I	7	6
POL	202	American National Government	5	5
PSY	101	Introductory Psychology	5	5
PSY	102	Developmental Psychology	5	5
PSY	206	Applied Psychology	3	3
SOC	201	Introduction to Sociology	5	5
SPE	201	Speech Fundamentals	5	5

- III. RESTRICTED ELECTIVES — The student may choose 6 hours of electives from any technical or business offerings.

	6
TOTAL CREDIT HOURS	106

DIPLOMA PROGRAMS (One Year)

A diploma is awarded upon the completion of one of the following programs of study:

- Auto Body Repair
- Automotive Mechanics
- Brick Masonry
- Commercial Carpentry
- Diesel Mechanics
- Electrical Installation
- Heating Ventilating & Air Conditioning
- Licensed Practical Nursing
- Printing
- Sewing Machine Mechanic
- Welding Specialist

The major aims of the programs leading to a diploma are to prepare skilled craftsmen to successfully meet the manpower needs created by technological advancement and to provide related areas of study which equip the student with the ability to develop an understanding of the free enterprise system and an appreciation for a broader social implication of life in a democratic society.

Vocational programs are designed to prepare the student for initial employment, retraining for new skills, or for advancement within a given vocation.

While a high school graduation is desirable, it is not mandatory for entrance into these programs. A person with less than a high school education may be accepted provided he can demonstrate sufficient experience and ability.



Photo by Anson Technical College Photography Department



Photo by Tommy Smith

AUTO BODY REPAIR

This program is designed to prepare the student who will be employed to repair or replace parts of the automobile body and chassis. In large shops, repairmen are generally assigned the special phases of the work. However, in the small shops, one person may be required to do satisfactory work on several jobs, ranging from complete body rebuilding to glass removal and replacement. Since there is so much diversity in the requirements, the good repairman should have a broad training background.

The Auto Body Repairman is employed in nearly every community. Earnings depend upon the worker's skill and efficiency, since he is generally paid on a commission basis. Well trained and experienced workers may fill better paying positions as shop foremen, insurance claims adjustors, or may go into business for themselves.

This program can be considered a pre-apprenticeship program.



Photo by Anson Technical College Photography Department

AUTO BODY REPAIR

			Lec.	Lab	Cr.
Fall Quarter					
AUT	1311	Auto Body Welding	2	6	4
AUT	1312	Body Panel & Fender Repair	3	9	6
MAT	1101	Arithmetic & Measurements (or MAT 101)	5	0	5
ENG	1101	Reading Improvement (or ENG 101)	2	0	2
AHR	1201	Auto Air Conditioning	<u>1</u>	<u>3</u>	<u>2</u>
			13	18	19
Winter Quarter					
AUT	1313	Body Panel & Fender Replacement	3	9	6
AUT	1314	Metal Finishing	2	6	4
ENG	1102	Communication Skills (or ENG 102)	3	0	3
MAT	1105	Fundamental Mathematics	3	0	3
DFT	1204	Blueprint Reading, Sketching (or DFT 101)	<u>1</u>	<u>3</u>	<u>2</u>
			12	18	18
Spring Quarter					
AUT	1315	Metallic Fillers	3	9	6
AUT	1316	Painting — Panel	2	6	4
PSY	1101	Human Relations (or PSY 206)	3	0	3
PHY	1101	Applied Science I (or PHY 100)	<u>2</u>	<u>2</u>	<u>3</u>
			10	17	16
Summer Quarter					
AUT	1318	Painting — Overall	3	9	6
AUT	1319	Trim & Glass	2	6	4
BUS	1103	Small Business Operations (or BUS 101)	3	0	3
PSY	1102	Applied Science II (or PHY 102)	2	2	3
AUT	1317	Frame Straightening and Alignment	<u>2</u>	<u>6</u>	<u>4</u>
			12	23	20

This curriculum provides a training program for developing the basic knowledge and skills needed to inspect, diagnose, repair or adjust automotive vehicles. Manual skills are developed in practical shop work. Thorough understanding of the operating principles involved in the modern automobile comes in class assignments, discussion, and shop practices.

Complexity in automotive vehicles increases each year because of scientific discovery and new engineering. These changes are reflected not only in passenger vehicles, but also in trucks, buses and a variety of gasoline-powered equipment. This curriculum provides a basis for the student to compare and adapt to new techniques for servicing and repair as vehicles are changed year by year.

Automobile mechanics maintain and repair mechanical, electrical and body parts of passenger cars, trucks and buses. In some communities and rural areas they also may service tractors or marine engines and other gasoline-powered equipment. Mechanics inspect and test to determine the causes of faulty operation. They repair or replace defective parts to restore the vehicle or machine to proper operating condition. They use shop manuals and other technical publications.

Automotive mechanics in smaller shops usually are general mechanics qualified to perform a variety of repair jobs. A large number of automobile mechanics specialize in the particular types of repair work. For example, some may specialize in repairing only power steering and power brakes, or automatic transmissions. Usually such specialists have an all-around knowledge of automotive repair and may occasionally be called upon to do other types of work. Advanced course is offered for specialization 5th and 6th quarter.

This program can be considered a pre-apprenticeship program.

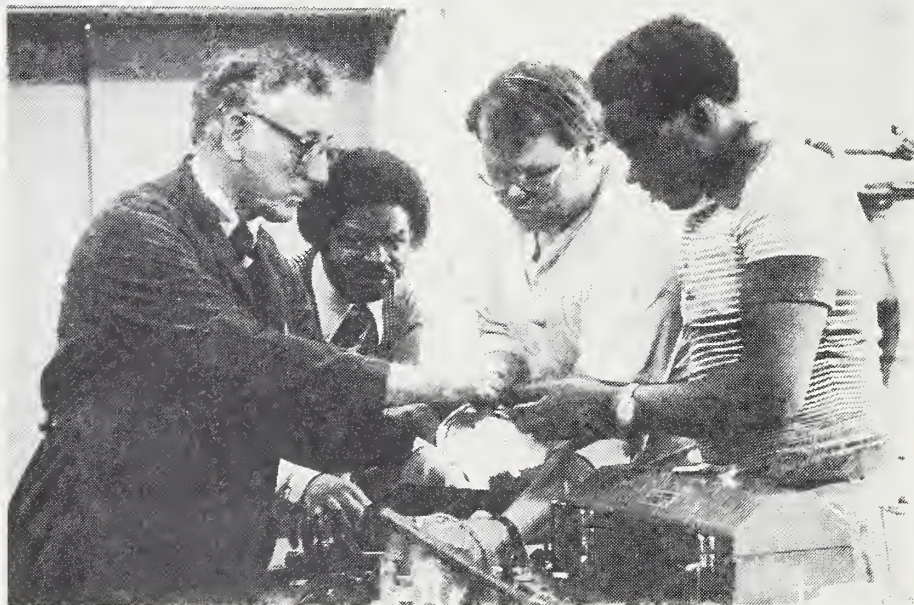


Photo by Earnest Douglas

AUTOMOTIVE MECHANICS

			Lec.	Lab	Cr.
Fall Quarter					
AUT	1201	Internal Combustion Engines	3	9	6
AUT	1202	Engine Servicing	2	6	4
MAT	1101	Arithmetic & Measurements (ar MAT 101)	5	0	5
ENG	1101	Reading Improvement (ar ENG 101)	2	0	2
AHR	1201	Auto Air Conditioning	1	3	2
			13	18	19
Winter Quarter					
AUT	1203	Auto Electrical Systems	3	9	6
AUT	1204	Auto Fuel Systems	2	6	4
DFT	1204	Blueprint Reading & Sketching (ar DFT 101)	1	3	2
ENG	1102	Communication Skills (ar ENG 102)	3	0	3
MAT	1105	Fundamental Mathematics	3	0	3
			12	18	18
Spring Quarter					
AUT	1221	Auto Braking Systems	2	6	4
AUT	1223	Auto Chassis	3	9	6
PHY	1101	Applied Science I (ar PHY 100)	2	2	3
PSY	1101	Human Relations (ar PSY 206)	3	0	3
WLD	1101	Basic Gas Welding	0	3	1
			10	20	17
Summer Quarter					
AUT	1224	Auto Power Trains	3	9	6
AUT	1225	Auto Diagnosis	2	6	4
WLD	1102	Basic Arc Welding	0	3	1
PHY	1102	Applied Science II (ar PHY 102)	2	2	3
BUS	1103	Small Business Operations (ar BUS 101)	3	0	3
			10	20	17

ADVANCED OPTIONS

Fall Quarter					
AUT	1226	Advanced Electrical Systems	3	9	6
AUT	1227	Advanced Fuel Systems	3	9	6
General Education or Business Electives			—	—	6
Winter Quarter					
AUT	1228	Advanced Automatic Transmission	3	9	6
AUT	1229	Advanced Transmission Servicing	3	9	6
General Education or Business Electives			—	—	6
Electives:					
AUT	1230	Advanced Auto Shop Service	3	9	6
AUT	1231	Diagnostic Tune Up	3	9	6

This curriculum is designed to give the students knowledge of the fundamentals of masonry. Emphasis in the shop is placed on fundamental skills using the trowel, level line jointers, and masonry saw.

Shop projects include building corners, fireplaces, chimneys, all types of bonds, and ornamental work.

Students take related courses in mathematics, English, and blueprint reading. Latest developments in the masonry field, and related plumbing, heating, electrical, and carpentry are included in the classroom part of the masonry courses.

Upon completion of the requirements listed below, the student should be a qualified apprentice brick mason with an opportunity to advance rapidly in the masonry field.

With the tremendous growth of industries and the volume of masonry being used for building, employment is no problem. Opportunities are found with private builders, general contractors, or one's own business after several years' experience.

This program can be considered a pre-apprenticeship program.



Photo by Anson Technical College Photography Department

BRICK MASONRY

			Lec.	Lab	Cr.
Fall Quarter					
MAS	1204	Foundations	2	6	4
MAS	1205	Wall Construction	3	9	6
MAT	1101	Arithmetic & Measurements (or MAT 101)	5	0	5
ENG	1101	Reading Improvement (or ENG 101)	<u>2</u>	<u>0</u>	<u>2</u>
			12	15	17
Winter Quarter					
MAS	1206	Blacklaying	2	6	4
MAS	1207	Chimney Construction	3	9	6
MAT	1105	Fundamental Mathematics	3	0	3
ENG	1102	Communication Skills (or ENG 102)	3	0	3
DFT	1204	Blueprint Reading & Sketching (or DFT 101)	<u>1</u>	<u>3</u>	<u>2</u>
			12	18	18
Spring Quarter					
MAS	1208	Brick Veneers	3	9	6
MAS	1210	Ornamental Masonry	2	6	4
PHY	1101	Applied Science I (or PHY 100)	2	2	3
PSY	1101	Human Relations (or PSY 206)	3	0	3
BUS	1103	Small Business Operations (or BUS 101)	<u>3</u>	<u>0</u>	<u>3</u>
			13	17	19

Carpentry is one of the basic trades in the construction field. Carpenters construct, erect, install, and repair structures of wood, plywood and wallboard, using hand and power tools. The work must conform to local building codes for both residential and commercial structures.

This curriculum in carpentry is designed to train the individual to enter the trade with a background in both shop skills and related information. He must have a knowledge of mathematics, blueprint reading, methods of construction and thorough knowledge of building materials.

The modern carpenter will work on new construction, maintenance, and repair of many types of structures, both residential and commercial. He should have an understanding of building materials, concrete form construction, rough framing, roof and stair construction, the application of interior and exterior trim, and the installation of cabinets and fixtures.

Most carpenters are employed by contractors in the building construction fields. When specializing in a particular phase of carpentry, the job is designated according to the specialty as layout carpenter, framing carpenter, concrete form carpenter, scaffolding carpenter, acoustical and insulating carpenter, and finish carpenter.

This program can be considered a pre-apprenticeship program.

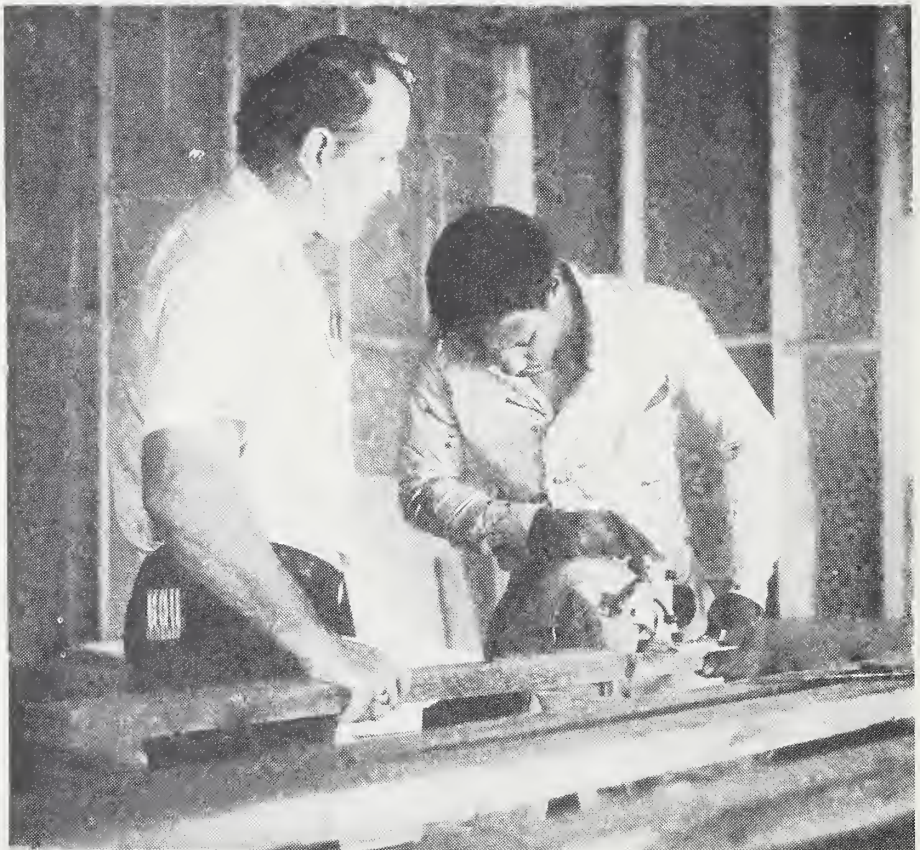


Photo by Tommy Smith

COMMERCIAL CARPENTRY

			Lec.	Lab	Cr.
Fall Quarter					
CAR	1201	Framing	3	9	6
CAR	1202	Roofing	2	6	4
MATH	1101	Arithmetic & Measurements (ar MAT 101)	5	0	5
ENG	1101	Reading Improvement (ar ENG 101)	<u>2</u>	<u>0</u>	<u>2</u>
			12	15	17
Winter Quarter					
CAR	1203	Interior Wall Finish	2	6	4
CAR	1204	Interior Trim	3	9	6
MATH	1105	Fundamental Mathematics	3	0	3
ENG	1102	Communication Skills (or ENG 102)	3	0	3
DFT	1204	Blueprint Reading & Sketching	<u>1</u>	<u>3</u>	<u>2</u>
			12	18	18
Spring Quarter					
CAR	1205	Farming	2	6	4
CAR	1206	Exterior Finish	3	9	6
CAR	1207	Plumbing & Wiring	1	3	2
PSY	1101	Human Relations (or PSY 206)	3	0	3
PHY	1101	Applied Science I (or PHY 100)	<u>2</u>	<u>2</u>	<u>3</u>
			11	20	18
Summer Quarter					
CAR	1208	Cabinet Making	3	9	6
CAR	1209	Truss and Prefabrication	2	6	4
BUS	1103	Small Business Operations (ar BUS 101)	3	0	3
PHY	1102	Applied Science II (ar PHY 102)	<u>2</u>	<u>2</u>	<u>3</u>
			10	17	16
		TOTAL CREDIT HOURS			69

This curriculum provides a training program for developing the basic knowledge and skills needed to inspect, diagnose, repair or adjust diesel powered equipment. Manual skills are developed in practical shop work. Thorough understanding of the operating principles involved in the modern internal combustion engine, chassis and suspensions, and power trains come in class assignments, discussion, and shop practice.

Diesel vehicle mechanics maintain and repair engines, chassis and suspension, and power trains used to power farm equipment, construction equipment, buses, and trucks. They use handtools, precision measuring and testing instruments, and power tools in overhauling and maintaining diesel power equipment.

Advance course work is offered for specialization 5th and 6th quarter.

This program can be considered a pre-apprenticeship program.



Photo by Wanda Clontz

DIESEL MECHANICS

			Lec.	Lab	Cr.
Fall Quarter					
AUT	1201	Internal Combustion Engines	3	9	6
AUT	1202	Engine Servicing	2	6	4
MAT	1101	Arithmetic & Measurements (or MAT 101)	5	0	5
ENG	1101	Reading Improvement (or ENG 101)	2	0	2
AHR	1201	Auto Air Conditioning	<u>1</u>	<u>3</u>	<u>2</u>
			13	18	18

Winter Quarter					
AUT	1203	Engine Electrical Systems	3	9	6
AUT	1204	Engine Fuel Systems	2	6	4
ENG	1102	Communication Skills (or ENG 102)	3	0	3
MAT	1105	Fundamental Mathematics	3	0	3
DFT	1204	Blueprint Reading & Sketching (or DFT 101)	<u>1</u>	<u>3</u>	<u>2</u>
			12	18	18

Spring Quarter					
AUT	1221	Auto Braking Systems	2	6	4
AUT	1223	Auto Chassis	3	9	6
PSY	1101	Human Relations (or PSY 206)	3	0	3
WLD	1101	Basic Gas Welding	0	3	1
PHY	1101	Applied Science I (or PHY 100)	<u>2</u>	<u>2</u>	<u>3</u>
			10	20	17

Summer Quarter					
AUT	1205	Diesel Engine Diagnosis	2	6	4
AUT	1244	Power Trains	3	9	6
BUS	1103	Small Business Operations (or BUS 101)	3	0	3
WLD	1102	Basic Arc Welding	0	3	1
PHY	1102	Applied Science II (or PHY 102)	<u>2</u>	<u>2</u>	<u>3</u>
			10	20	17

ADVANCED OPTIONS

Fall Quarter					
AUT	1226	Advanced Electrical Systems	3	9	6
AUT	1227	Advanced Fuel Systems	3	9	6
General Education or Business Electives					<u>6</u>
					18

Winter Quarter					
AUT	1228	Advanced Automatic Transmission	3	9	6
AUT	1229	Advanced Transmission Servicing	3	9	6
General Education or Business Electives					<u>6</u>
					18

Electives:					
AUT	1230	Advanced Auto Shop Service	3	9	6
AUT	1231	Diagnostic Tune-Up	3	9	<u>6</u>
					12

The rapid expansion of the national economy and the increasing development of new electrical products is providing a growing need for qualified people to install and maintain electrical equipment. Between 5,000 and 10,000 additional tradesmen are required each year. It is expected that the total requirements for electrical tradesmen will increase tremendously during the next decade.

This curriculum will provide training in the basic knowledge, fundamentals, and practices involved in the electrical trades. A large portion of the program is devoted to laboratory and shop instruction which is designed to give the student practical knowledge and application experience in the fundamentals taught in class.

The graduate of the electrical trades program will be qualified to enter an electrical trade as an on-the-job trainee or apprentice, where he will assist in the planning, layout, installation, check out, and maintenance of systems. He will have an understanding of the fundamentals of the National Electrical Code regulations as related to wiring installations, electrical circuits, and the measurements of voltage. He will have a basic knowledge of motor and motor control systems; industrial electronic control systems; business procedures, organization, and practices; communicative skills; and the necessary background to be able to advance through experience and additional training through upgrading courses offered in the center.

This program can be considered a pre-apprenticeship program.

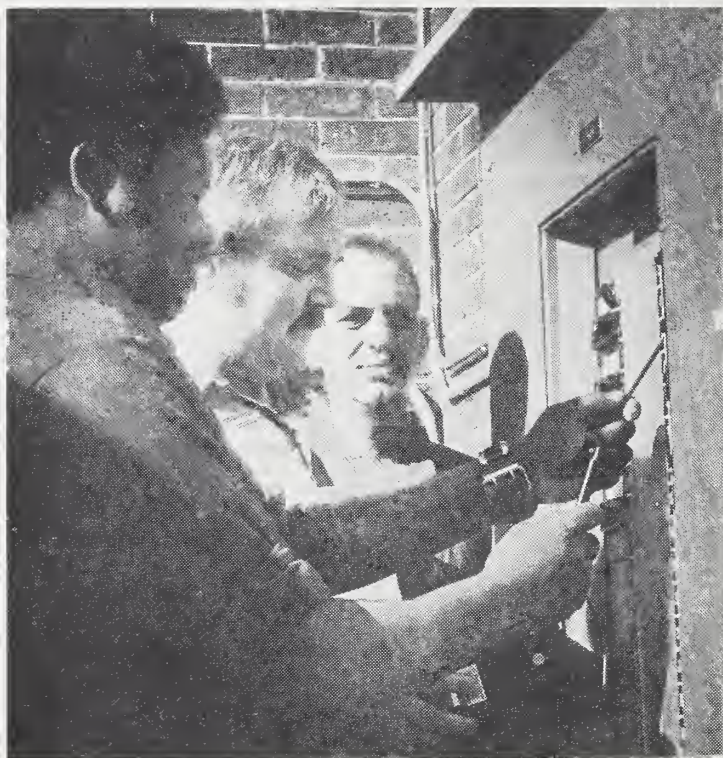


Photo by Anson Technical College Photography Department

ELECTRICAL INSTALLATION

			Lec.	Lab	Cr.
Fall Quarter					
ELC	1310	Electrical Code — Single-Family Housing	3	0	3
ELC	1214	Direct Current	2	6	4
ELC	1215	Alternating Current	3	9	6
MAT	1101	Arithmetic and Measurement (ar MAT 101)	5	0	5
ENG	1101	Reading Improvement (ar ENG 101)	<u>2</u>	<u>0</u>	<u>2</u>
			15	15	20
Winter Quarter					
ELC	1216	DC Machines & Contrals	2	6	4
ELC	1217	AC Machines & Contrals	3	9	6
ENG	1102	Communication Skills (ar ENG 102)	3	0	3
MAT	1105	Fundamental Mathematics	3	0	3
DFT	1204	Blueprint Reading & Sketching (ar DFT 101)	<u>1</u>	<u>3</u>	<u>2</u>
			12	18	18
Spring Quarter					
ELC	1311	Electrical Code — Single- and Multi-family Housing	3	0	3
ELC	1320	Electrical Code — Commercial	3	0	3
ELC	1224	Residential Wiring	3	9	6
ELC	1225	Residential Wiring Layout	2	6	4
PHY	1101	Applied Science I (ar PHY 100)	2	2	3
PSY	1101	Human Relations (ar PSY 206)	<u>3</u>	<u>0</u>	<u>3</u>
			16	17	22
Summer Quarter					
ELC	1219	Industrial Electrical Wiring	2	6	4
ELC	1226	Commercial & Industrial Wiring	3	9	6
ELC	1321	Electrical Code — Industrial	3	0	3
PHY	1102	Applied Science II (ar PHY 102)	2	2	3
BUS	1103	Small Business Operations (ar BUS 101)	<u>3</u>	<u>0</u>	<u>3</u>
			13	17	19

In recent years the use of air conditioning and refrigeration equipment has increased tremendously. Practically all new building construction for business and commercial use have "all year" comfort systems. Many homes now have air conditioning and the trend is toward greater use of "all year" systems of cooling and heating. The food industry is requiring greater use of refrigeration systems in freezing, storage, and display of products. With this great up-swing in the use of air conditioning and refrigeration equipment, a greater demand is made on trained personnel to install, operate, maintain and service this equipment.

This curriculum is designed to give the students practical knowledge that will enable them to become capable servicemen in the industry. The principal objective has been to outline the required technical and related instruction to enable them to understand the basic principles involved in the construction, operation, and maintenance of equipment. Job opportunities exist with companies that specialize in air conditioning, sheet metal, and commercial refrigeration installation and service. The service man is employable in areas of sales, maintenance, installation, and in growing fields of truck and trailer refrigeration.

The air conditioning and refrigeration mechanic installs, inspects, maintains, services, and repairs domestic and commercial equipment. Connects motors, compressors, temperature controls, humidity controls, and circulating fans to control panels. Tests systems, observes pressure and vacuum gauges and adjusts controls to insure proper operation. Advanced course work is offered for specialization 5th and 6th quarter.

This program can be considered a pre-apprenticeship program.



Photo by Anson Technical College Photography Department

HEATING, VENTILATING AND AIR CONDITIONING

			Lec.	Lab	Cr.
Fall Quarter					
AHR	1220	Refrigeration Electrical Systems	2	6	4
AHR	1221	Refrigeration Systems	3	9	6
MAT	1101	Arithmetic & Measurement (or MAT 101)	5	0	5
ENG	1101	Reading Improvement (or ENG 101)	<u>2</u>	<u>0</u>	<u>2</u>
			12	15	17
Winter Quarter					
AHR	1222	Domestic & Commercial Refrigeration Installation and Service	3	9	6
AHR	1228	Automatic Controls	2	6	4
ENG	1102	Communication Skills (or ENG 102)	3	0	3
MAT	1105	Fundamental Mathematics	3	0	3
DFT	1204	Blueprint Reading & Sketching (or DFT 101)	<u>1</u>	<u>3</u>	<u>2</u>
			12	18	18
Spring Quarter					
AHR	1223	Air Conditioning System	3	9	6
AHR	1226	All Year Comfort Systems	2	6	4
WLD	1103	Refrigeration Welding	1	3	2
PHY	1101	Applied Science (or PHY 100)	2	2	3
PSY	1101	Human Relations (or PSY 206)	<u>3</u>	<u>0</u>	<u>3</u>
			11	20	18
Summer Quarter					
AHR	1224	Air Conditioning Troubleshooting	3	9	6
AHR	1225	Duct Design and Installation	2	6	4
AHR	1230	Forced Air Heating Systems	1	3	2
BUS	1103	Small Business Operations (or BUS 101)	3	0	3
PHY	1102	Applied Science II (or PHY 102)	<u>2</u>	<u>2</u>	<u>3</u>
			11	20	18

ADVANCED OPTIONS

Fall Quarter					
AHR	2215	Hydronic Heating Systems	2	3	3
AHR	2211	Heating Systems	3	6	5
AHR	2212	Residential & Commercial Air Conditioning Systems	3	6	5
General Education or Business Electives — 5 hours			<u>5</u>	<u>0</u>	<u>5</u>
			13	15	18
Winter Quarter					
AHR	2216	Solar Heating Systems	2	3	3
AHR	2213	All Weather Systems Heat Pumps	3	6	5
AHR	2214	Residential & Commercial Air Distribution	3	6	5
General Education or Business Electives — 5 hours			<u>5</u>	<u>0</u>	<u>5</u>
			13	15	18

The Practical Nurse Education Program prepares a person for an occupation of challenge, excitement, and reward. The practical nurse participates in various areas of health care — each providing new and different experiences. She is prepared for unlimited opportunities — hospitals, nursing homes, clinics, private duty nursing, etc. In all of these areas the Licensed Practical Nurse functions under direct supervision of a registered nurse or licensed physician.

During the one-year period of training, students take courses in basic nursing and related subjects at the College. They also receive a wide range of guided nursing experience in the hospital setting provided by affiliation with Union Memorial Hospital, Manrae, N.C., Anson County Hospital, Wadesboro, N.C. as well as Winchester Day Care Center, Manrae, N.C., Anson and Union County Health Department, Pediatrician's office in Manrae, N.C., and The Trainable Mentally Handicapped Class at Marshville Elementary School.

Graduates of accredited programs of Practical Nurse Education are eligible to take the licensing examination given by the North Carolina State Board of Nursing. This examination is given twice each year, usually in April and October. A passing score entitles the individual to receive a license and to use the legal title of "Licensed Practical Nurse."

There will always be people in need, therefore practical nurses will be needed!



Photo by Anne Owens Beaver

LICENSED PRACTICAL NURSING

			Loc.	Lob	Cr.
First Quarter					
ENG	1101	Reading Improvement	2	0	2
PSY	1101	Human Relations	3	0	3
NUR	1101	Basic Science	5	4	6
NUR	1102	Orientation to Vocational Relationships	2	0	2
NUR	1103	Intradtuction to Patient Care	<u>6</u>	<u>6</u>	<u>8</u>
			18	10	21
Second Quarter					
NUR	1104	Basic Principles of Drug Administration	3	0	3
NUR	1105	Medical-Surgical Nursing I	4	0	4
NUR	1106	Obstetrics	4	0	4
NUR	1112	Clinical Experiences: Medical-Surgical or Obstetrics	<u>0</u>	<u>24</u>	<u>8</u>
			11	24	19
Third Quarter					
NUR	1107	Pediatrics	4	0	4
NUR	1108	Medical-Surgical Nursing II	9	0	9
NUR	1113	Clinical Experiences: Medical-Surgical or Pediatrics	<u>0</u>	<u>24</u>	<u>8</u>
			13	24	21
Fourth Quarter					
NUR	1110	Vocational Relationships	2	0	2
NUR	1111	Medical-Surgical Nursing III	10	0	10
NUR	1114	Clinical Experiences: Medical-Surgical or Geriatrics	<u>0</u>	<u>24</u>	<u>8</u>
			12	24	20

Graphic arts is a term used to describe the process by which man has recorded his thoughts, deeds, emotions, and progress in becoming civilized. The graphic arts industry ranks in the top ten of America's leading industries and employs more than 850,000 men and women. A printer can be a scholar, an artist, a businessman, or a craftsman. There are over 65 different and distinct occupations in the graphic arts industry, each of which has its own opportunity and reward.

This curriculum is designed to give students experiences in a cluster of activities representing basic areas of the graphic arts industry. The range of experience is sufficient to enable students to comprehend a variety of graphic arts processes and to develop basic skills enabling them to perform these processes.

There is a high degree of specialization in many areas of the graphic arts. However, the person seeking employment in the small commercial establishments must be more versatile in salable skills. He should be able to pull proofs,



Photo by Anson Technical College Photography Department

mark copy, and make corrections. He is competent in setting up and operating the smaller types of printing presses in the area of lithographic printing. Today's printer understands the photomechanical process and is able to make simple line negatives. He is equally capable of operating such bindery equipment as: the power paper cutter, the paper drill, and the folding machine.

Upon completion of diploma requirements, the student may choose the option of continuing his studies within the Printing Management program and upon its completion, receive an Associate of Applied Science Degree.

Under normal circumstances, this work should amount to three additional quarters. This, in addition to the time spent in the Printing Program, should average to be approximately seven (7) quarters.

It is the student's responsibility to declare such intentions and to confer with his advisor about his intentions to continue in Printing Management.

This program can be considered a pre-apprenticeship program.

PRINTING

			Lec.	Lab	Cr.
Fall Quarter					
PRN	155	Line Offset Comero	2	6	4
PRN	161	Offset Press	2	6	4
ENG	101	Grammar	3	0	3
MATH	101	Technical Mathematics	5	0	5
ART	100	Elements of Art	5	0	5
			17	12	21
Winter Quarter					
CAT	122	Dimensional Design	1	4	3
PRN	156	Halftone Offset Comero	2	6	4
PRN	162	Halftone Presswork	2	6	4
PRN	171	Estimating	3	0	3
DFT	101	Technical Drafting	1	4	3
ENG	102	Composition	3	0	3
			12	20	20
Spring Quarter					
PRN	157	Offset Darkroom Techniques	2	6	4
PRN	163	Color Printing	2	6	4
CAT	201	Typography & Lettering	2	2	3
BUS	102	Typewriting	2	3	3
CAT	211	Copywriting	2	2	3
			10	19	17
Summer Quarter					
PRN	158	Darkroom Special Effects	2	6	4
PRN	164	Special Press Operation	2	6	4
BUS	101	Introduction to Business	3	0	3
CAT	215	Mechanical Layout	1	4	3
PHO	116	Basic Photography	1	4	3
			9	20	17

SEWING MACHINE MECHANICS

Nearly every textile operation employs Sewing Machine Mechanics. The Sewing Machine Mechanic program provides specialized training on many various industrial sewing machines. Instruction is given in various methods of installation, adjustment, overhaul and repair of these machines. The Stitch Class 300 Lockstitch Machine, Bartack, Button Sew and Button Hole Machine, Class 400 Chain Stitch Machine, Class 500 Overedge Machine, Class 600 Flat Seam Stitch Machine are typical of machines used for training.

The person who enjoys working with his hands and a highly developed skill will find Sewing Machine Mechanics a rewarding and profitable field. His earnings will be limited only by his skill and efficiency.

This program can be considered a pre-apprenticeship program.

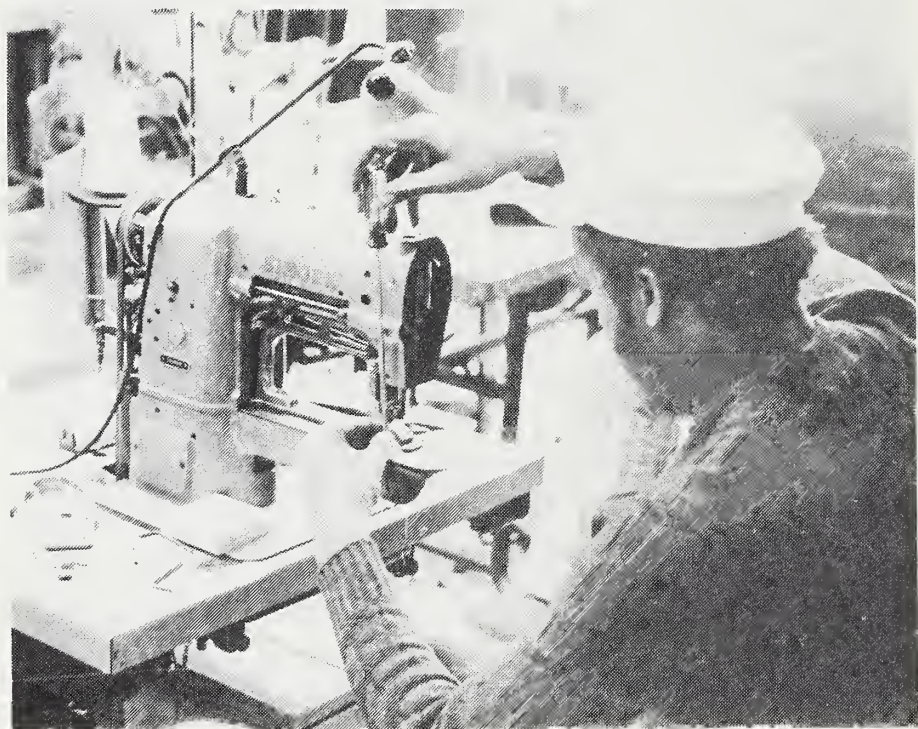


Photo by Earnest Tillman

SEWING MACHINE MECHANICS

			Lec.	Lab	Cr.
First Quarter					
TEX	1201	Lackstitch Machines — Stitch Class 300	1	4	2
TEX	1202	Zig Zag Machines	1	4	2
TEX	1203	Button Sew & Bar Tack Machines	1	4	2
TEX	1204	Buttonhole Machines	1	4	2
MAT	1101	Arithmetic & Measurements	5	0	5
PHY	1102	Science of Magnetism, Mechanics and Electricity	<u>2</u>	<u>2</u>	<u>3</u>
			11	18	16
Second Quarter					
TEX	1211	Chain Stitch Machines — Stitch Class 400	1	4	2
TEX	1212	Overedge Machines — Stitch Class 500	1	4	2
TEX	1213	Flat Seam Stitch Machines — Stitch Class 600	1	4	2
TEX	1214	Folders, Gauges, and Attachments	1	4	2
PHY	1215	Applied Electronics	2	2	3
TEX	1216	Machine Maintenance & Repair	<u>2</u>	<u>4</u>	<u>3</u>
			8	22	14

WELDING SPECIALIST

A welder can command a well paid job in a large number of industries. His work is crucial in making new structures, new parts and manufacturing; he is needed to maintain and repair existing equipment. Automotive, aircraft, household appliances, bridges, buildings, storage tanks and heavy road building equipment are only a few of the crafts demanding the welder's skill.

Great as welding opportunities are now, they are confidently expected to increase in the next ten years because of the greater use of metal and metal products. New techniques require more welding for structures that were once riveted and are now being welded, and some machine parts that used to be cast are now being welded instead.

Anson Technical College's program in Welding Specialist will give the student the thorough preparation he needs to develop into the skilled worker that is in great demand by industry. As a skilled all around welder, he will be able to plan and lay out work for drawings, blueprints, and written specifications. He will have a sound knowledge of the different types of metal and the best way to weld them.

The graduate that has good eye and hand coordination and who enjoys using his highly developed skill will find welding a rewarding and profitable field.

This program can be considered a pre-apprenticeship program.



Photo by Wanda Clontz

WELDING SPECIALIST

			Lec.	Lab	Cr.
Fall Quarter					
WLD	1220	Oxyacetylene Welding & Cutting	3	9	6
WLD	1221	Oxyacetylene Welding & Pipe	2	6	4
MAT	1101	Arithmetic & Measurements (ar MAT 101)	5	0	5
ENG	1101	Reading Improvement (ar ENG 101)	2	0	2
WLD	1228	Testing & Inspection	<u>1</u>	<u>3</u>	<u>2</u>
			13	18	19
Winter Quarter					
WLD	1223	Shielded Metal Arc Welding I	2	6	4
WLD	1224	Shielded Metal Arc Welding II	3	9	6
MAT	1105	Fundamental Mathematics	3	0	3
ENG	1102	Communication Skills (ar ENG 102)	3	0	3
DFT	1204	Blueprint Reading & Sketching	<u>1</u>	<u>3</u>	<u>2</u>
			12	18	18
Spring Quarter					
WLD	1226	Shielded Metal Arc & Pipe I	2	6	4
WLD	1227	Shielded Metal Arc & Pipe II	3	9	6
PSY	1101	Human Relations (ar PSY 206)	3	0	3
PHY	1101	Applied Science I (ar PHY 100)	<u>2</u>	<u>2</u>	<u>3</u>
			10	17	16
Summer Quarter					
WLD	1230	Advanced Welding Processes I	2	6	4
WLD	1231	Advanced Welding Processes II	3	9	6
BUS	1103	Small Business Operations (ar BUS 101)	3	0	3
PHY	1102	Applied Science II (or PHY 102)	<u>2</u>	<u>2</u>	<u>3</u>
			10	17	16

COURSE DESCRIPTIONS

The following is a listing of course descriptions arranged **alphabetically by prefix**. Each course description lists the three-letter alphabetical prefix followed by either three or four numbers. Courses with the four numbers are vocational level courses and are not designed for associate degree programs.

Following the prefix and number is the course title. Titles that have roman numerals (I, II, III, etc.) indicate series courses and indicate that I is prerequisite to II, II is prerequisite to III. Other course prerequisites will be listed at the end of the course description.

There are three numbers to the right of the course title. The first number indicates the lecture hours for the course, the second number indicates the lab hours, and the third number the credit hours.

		Lec.	Lab	Cr.
AGR 102	Form Business Management	3	0	3
	A review of the functions of the manager of a business firm and the problems of farm operators. Development of the concepts of costs and budgets as an aid in choosing what to produce. An analysis of the factors of production to find the least cost production procedure. Data will be analyzed to select the level of production that yields the highest net revenue. Relationships between size, efficiency and gross farm income and net farm income will be stressed.			
AGR 103	Insect Control Practices	4	0	4
	This course involves the study of insects and the thin impact on the environment as it relates to agriculture and the various means of dealing with insect pest. Various control practices will be discussed and demonstrated with natural and chemical control pacter being revised as to this safety effectiveness and environmental impact.			
AGR 104	Swine Production	3	0	3
	A study of the scientific methods of selecting, breeding, feeding, and management of swine. Special attention will be given to housing and marketing.			
AGR 105	Pasture and Forage Crops	2	0	2
	A study of the major grasses and legumes of importance in North Carolina. Production process, land preparation, pasture utilization, forage harvesting will be covered. Attention to soil types, land care, fertilization as related to farages will be emphasized.			
AGR 106	Forest Management	2	0	2
	A course dealing with fundamentals of forestry and farm forestry problems; including planting, thinning, harvesting, and marketing. Personal work experience coupled with lectures and field observations will be utilized to enfarc the impact of forestry in North Carolina.			
AGR 107	Cotton Production	3	0	3
	A study of economics and methods of cotton production.			
AGR 108	Beef Cottle Production	2	0	2
	A study of the principles of selecting, breeding, care and management of beef cattle.			
AGR 109	Soil Science	2	1	2
	The development, classification, evaluation and management of soils; care, cultivation and conservation of soil fertilization.			
AGR 110	Crop Production	3	0	3
	Development of the crop producing and marketing principles. Identification and methods of production and marketing of principal crops.			

		Lec.	Lab	Cr.
AGR 111	Feed Grains	3	0	3
	This course outlines the production and utilization of major feed grain. The major crops studied will be corn, wheat, oats, barley and grain sorghum, the specialized aspects of producing each grain will be explored. Feeding value, economic importance, feed utilization will be compared with each of the major grains as well as those of minor use. Varieties, soils, fertilization, cultivation, harvesting and utilization are included.			
AGR 112	Small Engines	1	3	2
	This course is designed to give the student mechanical knowledge in order to adjust, maintain and repair small gasoline engines.			
AGR 113	Farm Marketing	2	0	2
	A review of marketing structure and the relationship of local terminal, wholesale, retail and foreign markets. Discussion of procedures of marketing such commodities as grain, livestock, cotton and tobacco.			
AGR 114	Electricity	2	2	3
	A study of basic principles of wiring farm buildings and the application of electricity to agricultural production. Also covered will be a study of wire sizes, switches, protective and safety devices, and maintenance of electrical motors and appliances.			
AGR 115	Plumbing Installations	1	4	2
	The students are introduced to the tools, fittings, and equipment used by plumbers. They spend considerable time learning to handle these materials and tools correctly by: cutting pipe, threading, caulking and sweating joints of the various kinds of pipe and tubing. Plumbing installations are made to provide practical applications. Heating devices, the storage and circulation of hot water will be studied. The student will receive practice in the installation of various plumbing fixtures and the proper use of traps. Field trips should be taken to study various types of installation.			
AGR 116	General Carpentry	1	3	2
	A study of the basis of farm construction. The use of modern carpentry tools, their use and care will be emphasized. Skill in construction and maintenance of livestock housing and storage building will be practiced on the farm buildings.			
AGR 117	Animal Nutrition	3	0	3
	A study of the composition of feeds, feed additives and the nutritional requirements of livestock. The course includes a study of the principles used in the formulation of practical and economical livestock rations.			
AGR 120	Vegetable Harvesting and Grading	1	3	2
	Designed to provide practical experience and understanding of manual and mechanical harvesting and grading aids. Government grades, quality standards, packaging and difficult material handling methods will be demonstrated and studied as it relates to on farm vegetable production.			
AGR 121	Weed Identification and Control	2	1	2
	Proficiencies in recognizing the major weeds found in cultivated crops and an pasture land of North Carolina will be stressed. A weed collection of major weeds will be collected by the students and identified. Different control practices will be discussed and demonstrated as they apply to different plants.			
AGR 122	Farm Equipment Maintenance	0	3	1
	Development of skills and understanding of the care, operation, adjustment, and servicing of farm machinery. Emphasis will be placed on cleaning, maintaining and lubricating belt and chain tension, set up of new maintaining and reconditioning of older equipment. Safety and economic value of well maintained equipment will be emphasized.			

COURSE DESCRIPTIONS

		Lec.	Lab	Cr.
AGR 123	Ornamental Horticulture An introduction in the various fields of landscaping, bedding plants, and house plants. Exploring the culture use and economic impact of each. Field trips and demonstrations will be utilized in the development of skills. Practical exercises will be used to relate to work experience.	3	1	3
AGR 124	Farm Tractors A general study of tractor operations applied in the field, basic maintenance performed by the operator. Emphasis will be on ignition, diesel and gas engines, hydraulics, transmissions and PTO care.	1	3	2
AGR 125	Farm Trains and Hydraulics The theory and operation of power trains used in farm equipment; Hydraulics of integral units and remote units will be studied. The aspects of safety as it relates to these will be emphasized.	1	3	2
AGR 126	Orchard Management Fundamentals of orchards and orchard problems, including planting, thinning, protecting, harvesting and marketing.	3	0	3
AGR 127	Gas Welding Welding demonstrations by the instructors and practice in the farm welding shop. Safe and correct methods of assembling and operating the welding equipment. Practice will be given for surface welding; bronze welding, silver soldering and flame cutting methods applicable to farm machine repair. A student welding project will be included to instruct usable farm equipment.	1	3	2
AGR 128	Electric Welding Welding demonstrations by the instructor and practiced by students in the use of the arc welding process in farm equipment fabrication and repair. Welded joints are discussed and welded in various positions, practice in pad building and tool resurfacing is practiced in this course.	1	3	2
AGR 130	Farm Chemicals A study of the chemicals available for pest and weed control and the methods of application.	2	2	3
AGR 131	Soybean Production Crop characteristics, varieties, environmental factors, rotations, control of pests and other production practices are covered.	2	0	2
AGR 133	Farm Water Systems and Irrigation Utilization of water supply and waste disposal on the farm. Sources of water, ponds, pond design, types of wells and their uses. From the sources of field application of water the study and use of different irrigation systems.	2	2	2
AGR 134	Tobacco Production This course discusses the production practices that are relevant to flue-cured tobacco in North Carolina. Emphasized will be plant bed practices and field production — machinery, cultural practices, fertilization, harvesting and marketing.	2	0	2
AGR 135	Agricultural Law A general course designed to acquaint the student with certain fundamentals and principles of law, including contracts, agency and negotiable instruments. Includes the general study of law pertaining to partnership, corporation, sales, suretyship, bailments and real property.	3	0	3
AGR 138	Farm Records and Taxes This is a study of the records necessary to properly complete a tax form and the procedures and skills needed for income tax computations.	2	2	3

		Lec.	Lab	Cr.
AGR 139	Fertilizers and Lime	3	0	3
	A review of the sources, function, and the use of the major and minor plant food elements: commercial fertilizer ingredients; soil acidity, liming materials; application of fertilizer and liming materials.			
AGR 140	Vegetable Production	2	0	2
	This course stresses production of vegetables for home and market use. Major vegetable varieties will be studied with production procedures for each vegetable from seed to marketable produce outlined. On farm projects will be closely followed with field demonstrations and student projects.			
AGR 141	Surveying	1	2	2
	Theory and practice of elementary plane surveying including horizontal measurements, differential and profile leveling, cross sections, earthwork computations, transit, stadia, and transit-tape surveys.			
AGR 142	Agricultural Finance	3	0	3
	Analysis of the capital structure of modern commercial agriculture with emphasis on the sources of credit. A review of leading institutions, repayment, schedules and credit instruments. Practice in the procedures of evaluating farm resources with attention to information needed for valuation, appraisal forms and procedure, discounting and depreciation.			



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COURSE DESCRIPTIONS

		Lec.	Lab	Cr.
AGR 143	New Sources of Farm Income An in-depth study of sources of income other than those normally found in general agriculture in North Carolina. Analysis of alternate income sources such as small fruit, bedding plants, custom lawn care, rabbit production and other enterprises that are of special interest to the student may be reviewed as individual projects.	2	0	2
AGR 145	Farm Building Construction Pale barn construction, fencing, roofing, farm gabs carpentry notice, will be dealt with as it is used daily on the farm. Working experience will involve carpentry tools and construction of farm buildings. Field trips and practical experience will be emphasized.	1	6	3
AGR 146	Livestock and Poultry Production A study of the livestock industry; with emphasis placed on farm selection breeding, feeding and marketing of livestock. Pork, beef, dairy and poultry enterprises will be examined separately. Field trips and on farm demonstrations being utilized to enhance class work as it pertains to each enterprise.	3	2	3
AGR 148	Farm Records and Credit The compilation and maintenance of farm records relative to the obtaining of farm credit.	2	2	3
AGR 155	Plant Diseases A study of the diseases of various plants and the methods of control.	4	0	4
AGR 159	Soil Management A study of the methods of soil moisture and air control, management, evaluation, care and cultivation of soil.	3	1	3
AGR 164	Masonry An introduction to brick and concrete work. This course is designed to give the student practice in selecting the proper materials, layouts, and construction of various building elements such as foundations, walls and chimneys. The proper use of bands, expansion strips, wall ties and caulking methods will be demonstrated.	1	3	2
AGR 165	Framing and Finishing Instruction is given in practice on farm carpentry. Development of skills with hand tools, portable, electric carpentry tools. Care, use and safe handling of each will be covered. Elementary construction principles will be demonstrated by the instructor and practices by the student in a field situation. Training and finished as applied to farm building.	1	4	2
AGR 182	Food Processing Extensive practices in food processing by the student to formulate and develop an understanding of the various packaging, sterilizing and food preserving methods. Also studied will be federal regulations, food chemistry, bacterial control. After completion of this course the student will have developed basic competencies in canning, freezing, and cold storage of farm produce.	1	3	2
AGR 183	Poultry and Egg Production A review of the various poultry enterprises including market eggs, hatching eggs and broiler production.	2	0	2
AGR 202	Commercial Poultry Production This study includes: the anatomy and physiology, the breeds and varieties, the breeding principles, rearing, and housing of poultry.	2	3	3
AGR 203	Poultry Nutrition and Diseases The study of the science of disease and parasite prevention, and value and composition of feeds and feed requirements.	2	3	3

		Lec.	Lob	Cr.
AGR 210	Pork Production A study of the breeding, reproduction, and quality of pork production in various systems and selection breeding.	2	3	3
AGR 211	Swine Rations and Health This course is a study of the identification and methods of providing profitable nutrition and health through feeding and medication programs.	2	3	3
AGR 220	Pork Production Management A study of various management and marketing alternatives for the production of pork.	2	3	3
AGR 221	Production Systems Various housing, feeding, and waste systems will be studied with a business analysis of each.	2	3	3
AHR 1201	Automotive Air Conditioning General introduction to the principles of refrigeration; study of the assembly of the components necessary in the mechanisms, the methods of operation and control; proper handling of refrigerants in charging the system.	1	3	2
AHR 1220	Refrigeration Electrical Systems A specialized study in the use of test instruments and equipment used in servicing electrical controls and components for Air Conditioning and Refrigeration installations. Basic electrical principles and procedures for troubleshooting of the various control devices used in Air Conditioning, Heating and Refrigeration equipment. Included will be a comprehensive study of various types of electrical motors, relays, transformers, starting devices, switches, protective devices, control wiring and electrical heating devices. Emphasis will be placed on schematic wiring diagrams and electrical symbols.	2	6	4
AHR 1221	Refrigeration Systems The identification and the function of the component parts of a system. The basic laws of refrigeration; characteristics and comparison of the various refrigerants; the use and construction of valves, fittings, and basic controls. Practical work includes tube bending, flaring and soldering. Standard procedures and safety measures are stressed in the use of special refrigeration service equipment and the handling of refrigerants.	3	9	6
AHR 1222	Domestic & Commercial Refrigeration Installation & Servicing Domestic refrigeration servicing of conventional, hermetic and absorption systems. Cabinet car, controls and system maintenance in domestic refrigerators, freezers and window air conditioning units is stressed. Commercial refrigeration servicing of display cabinets, walk-in cooler and freezer units, and mobile refrigeration systems is studied. The use of manufacturers' catalogs in sizing and matching system components and a study of controls, refrigerants, servicing methods is made. The American Standard Safety Code for Refrigeration is studied and its principles practiced.	3	9	6
AHR 1223	Air Conditioning Systems Work includes the selection of various heating, cooling and ventilating systems, investigation and control of factors affecting air cleaning, movement, temperature and humidity. Use is made of psychometric charts in determining needs to produce optimum temperature and humidity control. Commercial air conditioning equipment is assembled and tested. Practical sizing and balancing of ductwork is performed as needed.	3	9	6

COURSE DESCRIPTIONS

		Lec.	Lob	Cr.
AHR 1224	Air Conditioning & Refrigeration Trouble-Shooting	3	9	6
	Emphasis is placed on the installation, maintenance, and servicing of equipment used in the cleaning, changing, humidification and temperature control of air in an air conditioned space. Installation of various ducts and lines needed to connect various components is made. Shop work involves burner operation, controls, testing and adjusting of air conditioning and refrigeration equipment, and location and correction of equipment failure.			
AHR 1225	Duct Design & Installation	2	6	4
	Special attention is given to proper sizing design and balance of air distribution systems. This course will include the four basic types of air duct designs, air volume, air velocity, friction loss and blower capacity. A study is made of duct fittings, dampers, diffusers, registers, grilles and insulation materials. Practical application to include rough-in procedures and field installation of duct systems. Emphasis will be placed on safety, the use of sheet metal hand tools and proper installation practices.			
AHR 1226	All Year Comfort Systems	2	6	4
	Auxiliary equipment used in conjunction with refrigeration systems to provide both heating and cooling for "all year" comfort will be studied and set up in the laboratory. Included will be oil fired systems, gas fired systems, water circulating systems and electric-resistance systems. Installation of heat pumps will be studied along with servicing techniques. Reversing valves, special types of thermostatic expansion valves, systems of de-icing coils and electric wiring and controls are included in the study.			
AHR 1228	Automatic Controls	2	6	4
	Types of automatic controls and their function in air conditioning systems. Included in the course will be electric and pneumatic controls for domestic and commercial cooling and heating; zone controls, unit heater and ventilator controls, commercial fan systems controls, commercial refrigeration controls, and radiant panel controls.			
AHR 1230	Forced Air Heating Systems	1	3	2
	Servicing and installation of various types of gas burners, gas furnaces, piping, venting and controls of forced air heating systems.			
AHR 2211	Heating Systems	3	6	5
	A comprehensive study of electric, gas and oil heating for residential and small commercial installations. Actual practice is given in "troubleshooting" problems of electric heating systems, gas and oil burners. Operating and safety controls are covered in depth and considerable time is given to proper care and use of test instruments and safety requirements. Special emphasis is to be placed on proper installation procedures and code requirements.			
AHR 2212	Residential & Commercial Air Conditioning Systems	3	6	5
	Heating and cooling needs of residential and commercial structures are studied. Heat gain calculations are made by the student to determine the type and size of system required and selection of equipment to meet these needs are all a part of the course. Psychrometric charts, tables and graphs are used, specific heat and air flow calculations, humidification and dehumidification are included.			
AHR 2213	All Weather Systems — Heat Pumps	3	6	5
	The refrigerant cycle and the "reverse cycle" principle including the reversing valve receives a great deal of time in this course. Special components and accessories used with the heat pumps are covered. A considerable amount of instruction is devoted to the electric controls found on heat pump systems and to the various service problems involved.			

		Lec.	Lab	Cr.
AHR 2214	Residential & Commercial Air Distribution	3	6	5
	This course will include the study of air and its behavior in commercial and residential air conditioning systems. Individual room air volumes will be calculated and outlet actual testing, adjusting and balancing of an air distribution system. Proper adjustments will be made for correct air distribution throughout an entire system, and air motion with the conditioned area will be studied.			
AHR 2215	Hydronic Heating Systems	2	3	3
	This course treats principles of installation and design of one-pipe and two-pipe hydronic heating systems. Emphasis is placed on special piping procedures and control systems for hydronics.			
AHR 2216	Solar Heating Systems	2	3	3
	An introduction to solar domestic water heating and space heating systems. Study and lab experience will include components, operating modes, equipment selection, installation procedures, maintenance and troubleshooting of Solar Heating Systems.			
ART 100	The Elements of Commercial Art	5	0	5
	A study of the elements and principles of design and composition. Emphasis will be placed on learning how the properly applied principles and elements of design make commercial art most effective. Line, shape, value, texture, and color will be discussed in relation to specific examples of commercial art.			
ART 205	History and Appreciation of Art	5	0	5
	The aims of this course are to establish an understanding of art, to develop an appreciation for the relationship between art and man, and to study art in a cultural environment.			
ART 236	Art Activities for the Classroom	3	0	3
	Designed to present art activities such as the fundamentals of cartooning, line drawing, and bulletin board designing for the elementary classroom.			
AUT 1201	Internal Combustion Engines	3	9	6
	Development of a thorough knowledge and ability in using, maintaining, and storing the various hand tools and measuring devices needed in engine repair work. Study of the construction and operation of components of internal combustion engines.			
AUT 1202	Engine Servicing	2	6	4
	Testing of engine performance; servicing and maintenance of pistons, valves, cams and camshafts, fuel and exhaust systems, cooling systems; proper lubrication; and methods of testing, diagnosing and repairing.			
AUT 1203	Auto Electrical Systems	3	9	6
	A thorough study of the electrical and fuel systems of the automobile. Battery cranking mechanism, generator, ignition, accessories and wiring.			
AUT 1204	Auto Fuel Systems	2	6	4
	Construction and operation principles of fuel pumps, carburetors. Fuel injectors will be covered. Procedures for rebuilding and oil adjustments will be studied. Special emphasis will be given to diesel injection principles that apply to automotive application.			
AUT 1205	Diesel Engine Diagnosis	2	6	4
	Combustion requirements, special methods used in diesel engines to achieve proper fuel ratios. Complete testing procedures and equipment for injectors and nozzles. Emphasis is placed on different malfunctions likely to occur in practice.			

COURSE DESCRIPTIONS

		Lec.	Lab	Cr.
AUT 1221	Auto Braking Systems A complete study of various braking systems employed on automobiles and light weight trucks. Emphasis is placed on how they operate, proper adjustments and repair.	2	6	4
AUT 1223	Auto Chassis Principles and functions of the components of automotive chassis. Practical job instruction in adjusting and repairing suspension, and steering systems. Units to be studied will be shock absorbers, springs, steering systems, steering linkage and front end and alignment.	3	9	6
AUT 1224	Auto Power Trains Principles and functions of automotive power train systems: clutches, transmission gears, torque converters, drive shaft assemblies, rear axle and differentials. Identification of troubles, servicing and repair.	3	9	6
AUT 1225	Auto Diagnosis Emphasis is on the shop procedures necessary in determining the nature of troubles developed in the various component systems of the automobile. Trouble-shooting of automotive systems, providing a full range of experiences in testing, adjusting, repairing and replacing.	2	6	4
AUT 1226	Advanced Electrical Systems Detailed study in theory and construction of electronic controlled charging and ignition systems.	3	9	6



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		Lec.	Lob	Cr.
AUT 1227	Advanced Fuel Systems	3	9	6
	Extensive practices in repairing and adjusting multi-Venturi carburetors of latest types and fuel injection systems on domestic and import cars will be covered. Automatic emission control systems repair and adjustments emphasized.			
AUT 1228	Advanced Automatic Transmission	3	9	6
	Extensive study and practice in operational theory of the latest types of automatic transmissions.			
AUT 1229	Advanced Transmission Servicing	3	9	6
	Emphasis placed upon diagnostic road-testing, repair and final linkage adjustments made after repair and replacement in chassis.			
AUT 1230	Advanced Auto Shop Service	3	9	6
	Introduction to Auto Shop foremanship and specifications for rebuilding, replacing, and repair of working components of the automobile. Emphasis will be upon proper engine overhaul, brake service and front end servicing.			
AUT 1231	Diagnostic Tune Up	3	9	6
	Offers additional time for study and practical application of all tune up and test lab equipment. Emphasis will be upon diagnosing trouble from test results and adjusting and servicing engines with various types of Emission Control Systems.			
AUT 1244	Power Trains	3	9	6
	A study is made of types of gears, gear reduction ratios, gear combinations, bearings, types of clutches, drive lines, universals and hydraulics as applied to power transmissions. Laboratory instruction is offered in the repair and servicing of clutches, fluid couplings and torque converters, standard power overdrive, multiple and automatic transmissions, drive lines and universal joints, and single speed and multispeed final drive assemblies.			
AUT 1311	Auto Body Welding	2	6	4
	Development of selected skills in oxyacetylene welding and leading. Shop exercises will include: practice in oxyacetylene welding, brazing and oxyacetylene cutting.			
AUT 1312	Body Panel & Fender Repair	3	9	6
	Orientation to auto body repair and basic body and chassis construction; development of skills and analyzing damage patterns, shrinkage and straightening body panels and fenders. Shop exercises will include: proper use of tools, use of parts manual, analysis of damage patterns, shrinking, roughing out and straightening body damages, utilizing manual and air operated dollys and hammers and submitting job estimates on each assignment.			
AUT 1313	Body Panel & Fender Replacement	3	9	6
	Development of skills and analyzing damage patterns and the replacement of body panels and fenders. Shop exercises will include analysis of damage and replacement of panels affected. Job estimates submitted on each assignment.			
AUT 1314	Metal Finishing	2	6	4
	Use of filler materials, grinding, filing and sanding filled metal sections to make ready for painting.			
AUT 1315	Metallic Fillers	3	9	6
	Development of skills in oxyacetylene brazing, soldering, tinning and leading. Preparation of metal filled surfaces for painting.			
AUT 1316	Painting — Panel	2	6	4
	Development of selected skills in refinishing automotive body panels and fenders. Shop exercises will include preparation of body surfaces, proper and efficient masking procedures, practice painting, spot painting, disassembly, cleaning and reassembly of spray equipment.			

COURSE DESCRIPTIONS

		Lec.	Lab	Cr.
AUT 1317	Frame Straightening & Alignment Development of skills in straightening of automative frames and bumpers; and in the installation and alignment of frant end parts. Shop exercises will include: frame and arm alignment, bumper straightening, replacement of cross members, frame replacement, applying pressure to frame members, frant section alignment, steering assembly and submitting job estimates.	2	6	4
AUT 1318	Painting — Overall Development of skills in refinishing the overall exterior af bodies. Shop exercises will include the preparation of body surfaces, masking procedures, painting, care of spray equipment. Campaunding, waxing, polishing and refinish job estimating.	3	9	6
AUT 1319	Trim & Glass Development of skills in replacement af upholstery, trim and automotive glass. Shop exercises will include: adjusting seats, replacing, headlining, interior panels, molding, trim, seat covers, arm rest covers, automative glass, window regulators, glass channels, making trial orders for glass replacement and submitting job estimates with each assignment.	2	6	4
BIO 101	General Biology I The science af bialagy, physiachemical nature af pr atoplasms emphasizing the role af DNA, RNA and cellular enzymes; cell structure, mitosis and meiosis, basic genetics, selected studies af plants emphasizing embryological abservations and experimentation.	5	2	6
BIO 102	Generol Biology II This course is the sequel to General Biology I (BIO 101) dealing with animal studies, morphology, physiology, hameastasis, taxanamy, behavior, and ecology af living organisms, as well as the evolution af life. Prerequisite: BIO 101 or permission af the Instructor.	5	2	6
BUS 101	Intraduction ta Business A survey af business practices with particular emphasis on financing, marketing, internal control, and management.	3	0	3
BUS 102	Basic Typewriting Introduction to the touch typewriting system with emphasis on correct techniques, mastery af the keyboard, simple business correspondence, tabulations, and manuscripts.	2	3	3
BUS 103	Intermediate Typewriting Course to develop typewriting speed and accuracy with further mastery af correct typewriting techniques. These skills and techniques are applied in typing business letters, tabulations, telegrams, and memorandums. Prerequisite: BUS 102 or instructor's permission.	2	3	3
BUS 104	Advanced Typewriting Emphasis an production typing problems and speed building, and the development af the student's ability to function as an expert typist producing mailable capies. Prerequisite: BUS 103 or instructor's permission.	2	3	3
BUS 105	Professional Typewriting Emphasis is placed an the development af individual production rates and on correct procedures within the area af specialization. The student learns the techniques needed in planning and typing various business projects that closely approximate actual office experiences. Prerequisite: BUS 104 or instructor's permission.	2	3	3
BUS 106	Sharthand I A beginning course in the theory and practice af reading and writing shorthand. Emphasis on phanetics, penmanship, word families, brief forms, and phrases.	3	2	4

		Lec.	Lab	Cr.
BUS 107	Shorthand II	3	2	4
	Continued study of theory with greater emphasis on dictation and elementary transcription. Prerequisite: BUS 106 or instructor's permission.			
BUS 108	Shorthand	3	2	4
	Theory and speed building. Emphasis on development of speed in dictation and accuracy in transcription. Prerequisite: BUS 107 or instructor's permission.			
BUS 110	Office Machines	2	3	3
	A survey of business and office machines with emphasis placed upon techniques, processes, operation and business application of the ten-key adding machine, electronic video display, and printing calculators.			
BUS 112	Filing	3	0	3
	Course providing training in the field of records storage and control. Covers fundamental rules of alphabetic indexing and fundamental principles in filing both cards and correspondence in alphabetic, numeric, subject, and geographic systems.			
BUS 115	Business Law	3	0	3
	A general course designed to acquaint the student with certain fundamentals and principles of business law, including contracts and sales.			
BUS 116	Business Law	3	0	3
	Includes the study of laws pertaining to bailments, commercial paper, agency, and employment.			
BUS 118	Basic Secretarial Accounting	3	2	4
	A study of the basic accounting principles. Students will prepare journals, general and subsidiary ledgers, work sheets, balance sheets, income statements, and year-end summarizations.			

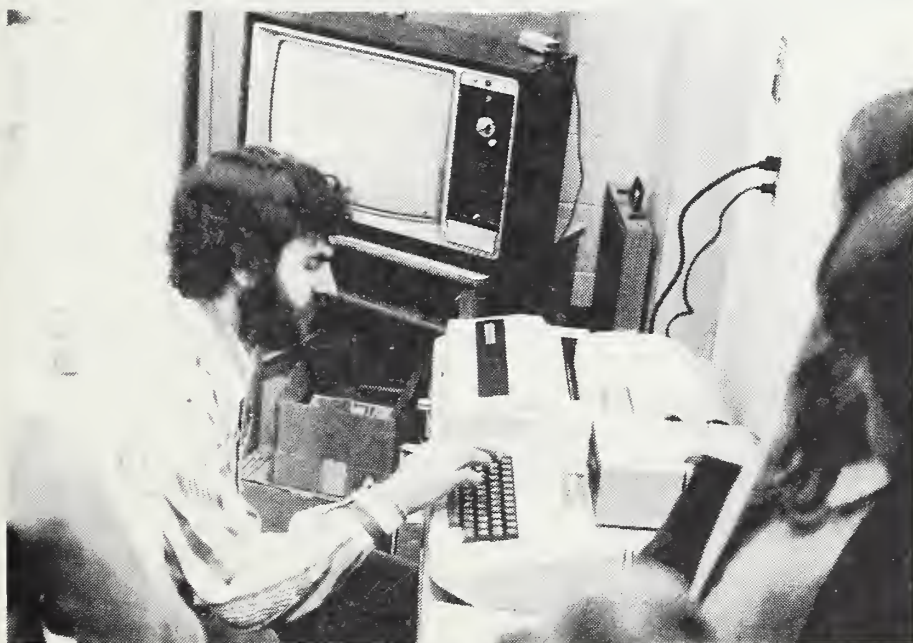


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COURSE DESCRIPTIONS

		Lec.	Lab	Cr.
BUS 119	Advanced Secretarial Accounting This course includes the study of banking procedures; timekeeping and payroll computations; income tax procedures and practical application of accounting principles. Prerequisite: BUS 118 or instructor's permission.	3	2	4
BUS 120	Accounting Principles I An introductory course which acquaints the student with the accounting terminology, basic principles, techniques, papers, and special journals used in recording transactions for a business. Practical application of the principles learned are made by working problems for a corporation.	3	2	4
BUS 121	Accounting Principles II A continuation of BUS 120 with emphasis on the use of credit instruments, inventory valuation, depreciation, internal control, payroll taxes, and partnership accounting. Prerequisite: BUS 120 or instructor's permission.	3	2	4
BUS 122	Accounting Principles III This course includes the study of proprietorship, departments, branches, budgetary control, decision making, and statement analysis. Emphasis is placed on recording, summarizing, and interpreting accounting data. Prerequisite: BUS 121 or instructor's permission.	3	2	4
BUS 123	Business Finance Financing federal, state, and local government and the ensuing effects upon the economy. Factors affecting supply of funds, monetary and credit policies.	3	0	3
BUS 124	Business Finance Financing of business units, as individuals, partnerships, corporations and trusts. A detailed study is made of short-term, and consumer financing.	3	0	3
BUS 126	Touch Shorthand I This course presents the basic principles and theory of Stenograph machine shorthand.	3	2	4
BUS 127	Touch Shorthand II A continuation of BUS 126 with emphasis on machine operation. The development of the ability to take dictation on the Stenograph machine. Prerequisite: BUS 126 or instructor's permission.	3	2	4
BUS 128	Touch Dictation and Transcription Course to develop the ability to take dictation on the Stenograph machine and transcribe the dictated notes at the typewriter. Prerequisite: BUS 127 or instructor's permission.	3	2	4
BUS 129	Touch Dictation and Transcription A continuation of BUS 128. This course emphasizes the necessity for accuracy in transcription from familiar and unfamiliar sources. Prerequisite: BUS 128 or instructor's permission.	3	2	4
BUS 130	Advanced Touch Dictation and Transcription A continuation of BUS 129. This course continues to emphasize the necessity for accuracy in transcription from unfamiliar and familiar sources. Prerequisite: BUS 129 or instructor's permission.	3	2	4
BUS 131	Professional Touch Dictation and Transcription A continuation of BUS 130. This course continues to emphasize the necessity for accuracy in transcription from unfamiliar and familiar sources. Prerequisite: BUS 130 or instructor's permission.	3	2	4

		Lec.	Lab	Cr.
BUS 136	Quickhand A beginning course in the theory and practice of reading and writing ABC shorthand. Emphasis is placed on theory, words, brief forms, and phrases.	3	0	3
BUS 137	Quickhand Continuation of learning theory of ABC shorthand. Introduction to dictation from familiar material. Prerequisite: BUS 136 or instructor's permission.	3	0	3
BUS 138	Quickhand Dictation and Transcription Course developing the skill of taking dictation and of transcribing of the typewriter from familiar and unfamiliar material. Prerequisite: BUS 137 or instructor's permission.	3	0	3
BUS 139	Quickhand Dictation and Transcription A speed building course with increased emphasis on accuracy in transcription. Prerequisite: BUS 138 or instructor's permission.	3	0	3
BUS 162	Real Estate I This introductory course is designed to introduce students to the real estate industry. Fundamental principles and theories of real estate are covered including terminology. North Carolina's licensing law, ethics, and organizational structure.	3	0	3
BUS 163	Real Estate II This introductory course is a continuation of BUS 162, Fundamentals of Real Estate I. Theory and practice of real estate are covered including fundamental operation of real estate, the real estate industry and its relationship to financing, appraising and law, and listing and closing of real estate.	3	0	3
BUS 164	Real Estate III This course emphasizes the mathematical aspect of the Real Estate profession. Topics covered include basic math, calculation of land areas, plots, financing and other essentials. Included are the use of the worksheet, practical problems, and other items covered in the N. C. Real Estate Licensing Examination.	3	0	3
BUS 166	Residential Real Estate Appraisal Fundamentals of residential real estate appraisal are covered. Cost approach, Market approach, and income approach are covered and applied through practical exercises.	3	0	3
BUS 180	Word Studies A course designed to increase the student's word power with emphasis on spelling, pronunciation, and meanings of words, especially those found in business.	3	0	3
BUS 183	Legal Terminology Course to develop an understanding of the legal terminology and vocabulary as used in the legal profession.	3	0	3
BUS 184	Advanced Legal Terminology A continuation of BUS 183 with emphasis on legal terminology applied in dictation and transcription. Prerequisite: BUS 183 or instructor's permission.	3	0	3
BUS 193	Basic Medical Terminology Course to develop an understanding of the medical terminology and vocabulary as used in the medical profession.	3	0	3
BUS 194	Advanced Medical Terminology A continuation of BUS 193 with emphasis on case history studies and use of the medical dictionary. Prerequisite: BUS 193 or instructor's permission.	3	0	3

COURSE DESCRIPTIONS

		Lec.	Lab	Cr.
BUS 206	Shorthand Dictation/Transcription I Develops the skill of taking dictation and of transcribing at the typewriter materials appropriate to the course of study which includes a review of the theory and the dictation of familiar and unfamiliar material at varying rates of speed. Prerequisite: BUS 107 or instructor's permission.	2	3	3
BUS 207	Shorthand Dictation/Transcription II Covering materials appropriate to the course of study, the student develops the accuracy, speed, and vocabulary that will enable the student to meet the stenographic requirements of business and professional offices. Prerequisite: BUS 206 or instructor's permission.	2	3	3
BUS 208	Shorthand Dictation and Transcription III Principally a speed building course, covering materials appropriate to the course of study, with emphasis on speed as well as accuracy. Speed: 120 words a minute for three minutes on new material. Prerequisite: BUS 207 or instructor's permission.	3	2	4
BUS 209	Machine Transcription A study and practice course in the use of dictation/transcription machines with emphasis on English grammar skills. The student will develop skill in transcribing at the typewriter materials appropriate to the course of study. Prerequisite: BUS 103 or instructor's permission.	2	2	3
BUS 210	Clerical Office Practice A course designed to familiarize the student with typing projects in which emphasis is on applying skills, working under pressure, decision-making, and producing neat, attractive, and mailable copy. Prerequisite: BUS 104 or instructor's permission.	3	0	3
BUS 211	Secretarial Machines Instruction in the operation of machines used for stencil duplication, spirit duplication, and offset duplication. Training also given on the use of electronic typewriters. Prerequisite: BUS 103.	2	3	3
BUS 213	Personal Development for Secretaries Course designed to help the student recognize the importance of the physical, intellectual, social, and emotional dimensions of being a secretary. Emphasis is placed on grooming and methods of personality improvement.	3	0	3
BUS 214	Secretarial Procedures A course designed to acquaint the student with the responsibilities encountered by a secretary during the work day. These include: receptionist duties, handling the mail, telephone techniques, travel information, office records, purchasing of supplies, office organization, and job applications. Prerequisite: BUS 103 or instructor's permission.	3	2	4
BUS 215	Office Procedures A course designed to acquaint the student with general office procedures, telephone techniques, filing, office forms, mail handling, the reception of visitors, and job applications.	3	2	4
BUS 216	Office Simulation A course designed to provide the student with a realistic experience in completing the types of activities typically performed by secretaries. The student is given the opportunity to use and improve her office knowledge and skills as well as gain new ones. Prerequisites: BUS 105 and BUS 215 or instructor's permission.	2	3	3
BUS 220	Payroll Accounting A complete course in payroll procedures including computation of gross earnings, recording and paying the payroll, and introductions to various payroll systems.	3	0	3

		Lec.	Lab	Cr.
BUS 222	Intermediate Accounting I	5	0	5
	Thorough treatment of the field of general accounting providing the necessary foundation for specialized studies that follow. The course includes, among other aspects, the balance sheet, income statement, fundamental processes of recording, cash and temporary investments. Prerequisite: BUS 122 or instructor's permission.			
BUS 223	Intermediate Accounting II	5	0	5
	Additional study of intermediate accounting with emphasis on investments, plant and equipment, intangible assets and deferred charges, long-term liabilities, paid-in capital, retained earnings, and special analytical processes. Prerequisite: BUS 222 or instructor's permission.			
BUS 225	Cost Accounting	5	0	5
	Nature and purposes of cost accounting; accounting for direct labor, materials, and factory overhead; job cost principles, standard cost principles, and procedures; selling and distribution cost; timekeeping and payroll procedures; budgets and executive use of cost figures. Prerequisite: BUS 121 or instructor's permission.			
BUS 227	Advanced Accounting	3	2	4
	Advanced accounting theory and principles as applied to special accounting problems, bankruptcy proceedings, estates and trusts, consolidation of statements, parent, and subsidiary accounting. Prerequisite: BUS 223.			



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COURSE DESCRIPTIONS

		Lec.	Lab	Cr.
BUS 228	Government Accounting The objective of the course is to give the participant a better understanding of the financial operations of a local government, particularly with respect to the connections among the various financial operations and between them the legal requirements which are typically imposed on local governments. Prerequisite: BUS 122 or instructor's permission.	3	2	4
BUS 229	Income Taxes A study of federal income taxes with emphasis on the preparation of individual tax returns.	5	0	5
BUS 230	Corporate Taxes A further study of tax accounting, with special emphasis placed on corporations, estates, and trusts.	3	0	3
BUS 231	Auditing A study of the most recent developments in auditing theory, standards, procedures, and reports. Emphasis will be placed on internal control review and evaluation, on statistical sampling theory and application, and on procedural testing. Audit objectives, reports, procedures, and review are presented. Prerequisite: BUS 122 or instructor's permission.	5	0	5
BUS 232	Sales Development A study of retail, wholesale and specialty selling. Emphasis is placed upon mastering and applying the fundamentals of selling. Preparation for and execution of sales demonstrations required.	3	0	3
BUS 233	Personnel Management Principles of organization and management of personnel, procurement, placement, training, performance checking, remuneration, labor relations, fringe benefits and security are included. The role of personnel management and in an organization is stressed.	3	0	3
BUS 234	Personnel Problems Continued objectives, functions and organization of personnel programs in various levels and settings are included. Problem-solving and case study methods are emphasized.	3	0	3
BUS 235	Business Management Principles of business management including an overview of major functions of management, such as planning, organizing, directing and controlling.	3	0	3
BUS 236	Small Business Management An overview of the small business scene including essentials for planning, financing, and controlling the small firm. Form, structure, merchandising, and sales are included.	3	0	3
BUS 237	Small Business Management Problems Management problems in the small business setting. Case study and problem solving techniques are emphasized.	3	0	3
BUS 239	Marketing A general survey of the field of marketing, with a detailed study of the functions, policies and institutions involved in the marketing process.	3	0	3
BUS 240	Marketing Problems A continuation of the general survey of the marketing field, with particular emphasis given to the application of principles through case analysis and problem solving. Prerequisite: BUS 239 or instructor's permission.	3	0	3

		Lec.	Lab	Cr.
BUS 241	Sales Promotion Management The scope and activities of sales promotion with emphasis on the coordination of advertising, display, special events, and publicity. External and internal methods of promoting business; budgeting, planning, and implementing the plan.	3	0	3
BUS 243	Advertising The role of advertising in a free economy and its place in the media of mass communications. A study of advertising appeals, products, and markets.	3	0	3
BUS 245	Retailing A study of the role of retailing in the economy including development of present retail structure, functions performed, principles governing effective operation and managerial problems resulting from current economic and social trends.	3	0	3
BUS 247	Business Insurance The basic principles of risk insurance, and risk management are presented. A survey of the insurance institution and fundamentals of insurance contracts are included.	3	0	3
BUS 248	Business Insurance A continuation of BUS 247, with emphasis on insurance contract content and government regulation of insurance.	3	0	3
BUS 249	Buying and Merchandising Analyze the organization for buying; what and how much to buy. Topics included are the psychology of dealing with people, vendor relations, planning merchandise assortment, inventory and stock control, pricing.	3	0	3
BUS 255	Interpreting Accounting Records Designed to aid the student in developing a "use understanding" of accounting records, reports and financial statements. Interpretation, analysis, and utilization of accounting statements. Prerequisite: BUS 121 or instructor's permission.	3	0	3
BUS 271	Office Management Presents the fundamental principles of office management. Emphasis on the role of office management including its functions, office automation, planning, controlling, organizing and solving office problems.	3	0	3
BUS 272	Principles of Supervision Introduces the basic responsibilities and duties of the supervisor and his relationship to superiors, subordinates, and associates. Emphasis on securing an effective work force and the role of the supervisor. Methods of supervision are stressed.	3	0	3
BUS 273	Introduction to Word Processing The student will be provided a thorough knowledge of word processing concepts and skills for both administrative and correspondence positions.	3	0	3
BUS 1103	Business Operations An introduction to the business world, problems of business operation, basic business law, business forms and records, financial problems, ordering and inventorying, layout of equipment and offices, methods of improving business, and employer-employee relations.	3	0	3
CAR 1201	Framing Introduction to the basic terms, definitions and practices in floor, sill, wall, ceiling joint and truss or rafter construction. Fasteners and special construction layout will be emphasized. Extensive practice and study will be given to plumbing, walls, bracing, bridging and rafter design.	3	9	6

COURSE DESCRIPTIONS

		Lec.	Lab	Cr.
CAR 1202	Roofing Roof styles, roofing members and methods for application of the final covering such as shingles, tile and buildup types will be studied and practiced in simulated and actual on site construction. Build up roofs will be given special emphasis in flashing and sealing to eliminate roof leaks.	2	6	4
CAR 1203	Interior Wall Finish Skill and understanding terms and practices common to the trade of interior wall finishes will be learned. Practice in installing and finishing paneling, gypsum and masonry walls will enable students to follow specification for the various building plans. Understanding and skill in the sheet rock filling and finishing will be given special attention.	2	6	4
CAR 1204	Interior Trim Practices in door hanging, window installation and trim, stair construction and finish combined with special molding and trim materials. Special emphasis to be placed upon joining walls, facings and design grains in panel for finish effects.	3	9	6
CAR 1205	Forming Definition of form terms, purpose for which forms are designed, external factors that determine the form design. Study and construction includes footing forms, wall forms, edge forms and base forms for support pillars and column supports. Emphasis will be placed on uses of different materials for form construction. Board panels, metal and fasteners and bracing used with each type of form design.	2	6	4
CAR 1206	Exterior Finish Definition and terms associated with exterior wall coverings and trim. Use of various cornice styles and mauling with proper materials to match brick veneer, various wood, composition and metal siding construction. Emphasis will be upon proper understanding and interpretation of specifications as found in the working drawings for each type of siding construction.	3	9	6
CAR 1207	Plumbing & Wiring Instruction and application of the planning, layout and installation of wiring and plumbing in residential applications. Students will receive practice in the installation of various plumbing fixtures and circuits as per National Code regulations.	1	3	2
CAR 1208	Cabinet Making Introduction to the motor driven machines found in cabinet shop use. Safety will be the first requirement in teaching the techniques for each machine operation. Cabinet design, materials, hardware and assembly of cabinet units found in kitchens, bathrooms, storage closets, where built in construction is required. Good craftsmanship will be required in each phase of cabinet work. Planning design, material selection, finishes and site installation.	3	9	6
CAR 1209	Truss & Prefabrication Introduction to roof truss designs, timber sizes and hardware used to build truss units as specified by unit classification. Main parts and design will meet load and space requirements specified. Students will learn how trusses and wall sections are constructed off site and transported and placed on building as complete pre-fabricated units.	2	6	4
CAT 105	Basic Drawing An introduction to the basic manipulative techniques and materials of drawing. Emphasis is placed on the various drawing mediums, drawing surfaces, and the encouragement of graphic expression.	1	4	3
CAT 106	Figure Drawing The human figure and its expressive potentials. The student will gain experience in	1	4	3

		Lec.	Lab	Cr.
	perspective, light and shade, mass, size and placement, character and expression in graphite, pen and ink, crayon and chalk, transparent and opaque watercolor.			
CAT 121	Basic Design A study of the basic design fundamentals and principles, and visual problem solving methods. Emphasis is placed upon assigned problems in basic design. Studio terminology, equipment, and materials will also be stressed.	1	4	3
CAT 122	Dimensional Design Assigned problems in two and three dimensional design requiring attention to principles of design.	1	4	3
CAT 123	Color Theory-Pigmentation A study of pigment color and its effect on composition. Warm and cool colors, analogous colors, complementary colors, the color wheel, the gray scale and color, the psychology of color, and color perspective will be studied.	1	4	3
CAT 124	Television Graphics Design Advanced problems in design. Solutions to practical problems in design for advertising; visual merchandising, photography and television graphics will be stressed.	1	4	3
CAT 137	Specialty Drawing The instruction of individual selection of materials and techniques for cartoons and sketches — light illustration for use in sales promotion, TV, newspaper and magazine publication.	1	4	3
CAT 201	Typography & Lettering Fundamentals of lettering. Execution of finished lettering for reproduction. Lettering and typography indication for layouts and comprehensive design. A survey of typographic terminology, equipment and materials. Applied problems in various mediums.	2	2	3



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COURSE DESCRIPTIONS

		Lec.	Lab	Cr.
CAT 202	Typography & Lettering Aids The student will learn the proper use of commercially available lettering machines, the use of transfer letters and how to use photo-composing machines.	2	2	3
CAT 203	Airbrush Art In depth study of the airbrush, accessories and preparation of airbrush and photo art.	1	2	3
CAT 206	Brochure Design Design and preparation of art work and copy for various types of brochures including "flyers", multifold and multipage brochures.	2	2	3
CAT 210	Magazine Illustration In-depth study of the methods used in magazine illustration. Preparation of appropriate copy for glossy illustration, pulp paper and others.	2	2	3
CAT 211	Copywriting A study of the techniques used in originating effective copy for various communicative media. Emphasis is placed upon a review of existing printed materials, the encouragement of originality and completeness of purpose, attention to format. Theory and practice of originating copy for media such as retail store, outdoor posters, leaflets, business and consumer publications.	2	2	3
CAT 212	Three Dimension Perspective A study and implementation of the graphic presentation of three dimensional objects, one, two and three point perspective is utilized.	2	2	3
CAT 213	Resume and Portfolio Preparation of the student for employment, including portfolio, resume, speech, self-presentation and professional procedures.	0	4	2
CAT 214	Advertising as a Business The components of an advertising agency including client relationships; marketing, creativity, production, copy writing, public relations, personal relationships, logic and ethics of the advertising business.	1	2	2
CAT 215	Mechanical Layout A study of the tools and their uses in the mechanical reproduction of multi-view drawings and orthographic projections.	2	2	3
CAT 218	Interior Illustration Advanced problems in color, pattern, and texture, and their affect on interior composition. The encouragement of interior expression will be stressed through assigned problems.	1	4	3
CAT 220	Step and Repeat The instruction of individual selection of patterns and how multiple reproductions are derived.	1	4	3
CAT 222	Graphic Reproductions Introduces the fundamental principles of the various graphic printing processes. A study of the practical applications will be demonstrated.	1	4	3
CAT 223	Camera Ready Graphics In-depth study of the preparation of camera ready art work for graphic reproduction. Emphasis will be placed upon assigned problems in Graphic Illustration.	1	4	3
CAT 224	Ad Copy & Layout Advanced study of the preparation of ad copy for various medias. Individual work on layout and design will be required.	1	4	3

		Lec.	Lob	Cr.
CHEM 101	General Descriptive Chemistry I	5	0	5
	The first semester of an introductory course for students whose programs require only one year of college chemistry. Among the topics introduced are: states of matter, atomic and molecular structure and chemical equilibrium.			
DFT 101	Technical Drafting	1	4	3
	The field of drafting is introduced as the student begins study of drawing principles and practices for print reading and describing objects in the graphic language. Basic skills and techniques of drafting included are: use of drafting equipment, lettering, freehand orthographic and pictorial sketching, geometric construction, orthographic instrument drawing of principal views, and standards and practices of dimensioning. The principles of isometric, oblique, and perspective are introduced.			
DFT 102	Technical Drafting	1	4	3
	The application of orthographic projection principles to the more complex drafting problems, primary and secondary auxiliary views, simple and successive revolutions, and sections and conventions will be studied. Most important is the introduction of the graphical analysis of space problems. Problems of practical design elements involving points, lines, planes, and a combination of these elements shall be studied. Dimensioning practices for "Details" and "working drawings", approved by the American Standards Association will also be included. Introduction is given to intersections and developments of various types of geometrical objects.			
DFT 1101	Schematics and Diagrams: Power Mechanics	0	3	1
	Interpretation and reading of blueprints. Development of ability to read and interpret blueprints, charts, instruction and service manuals, and wiring diagrams. Information on the basic principles of lines, views, dimensioning procedures, and notes.			
DFT 1118	Pattern Developing and Sketching	0	3	1
	Continued study of welding symbols; methods used in layout of sheet steel; sketching of projects, jigs and holding devices involved in welding. Special emphasis is placed on developing pipe and angle layouts by the use of patterns and templates.			
DFT 1145	Specifications and Contracts	2	0	2
	The purpose and wirings of specifications will be studied along with their legal and practical application to working drawings. Contract documents will be analyzed and studied for the purpose of client-architect-contractor responsibilities, duties and mutual protection.			
DFT 1204	Blueprint Reading & Sketching	1	3	2
	Interpretation and reading of blueprints. Information on the basic principles of the blueprint; sketching, schematics and diagrams using the appropriate symbols and notes.			
ECO 108	Personal Money Management I	3	0	3
	Designed to help the student use his resources of time, energy, and money to get the most out of life. It gives the student an opportunity to build useful skills in buying, managing his finances, increasing his resources, and to understand better the economy in which he lives.			
ECO 109	Personal Money Management II	3	0	3
	A continuation of ECO 108 with emphasis on the consumer movements, government protection, and consumer problems.			
ECO 201	Principles of Economics I	5	0	5
	A survey of basic economic principles, business organization, pricing mechanisms, money and banking, monetary and fiscal policy, production and distribution of national income.			

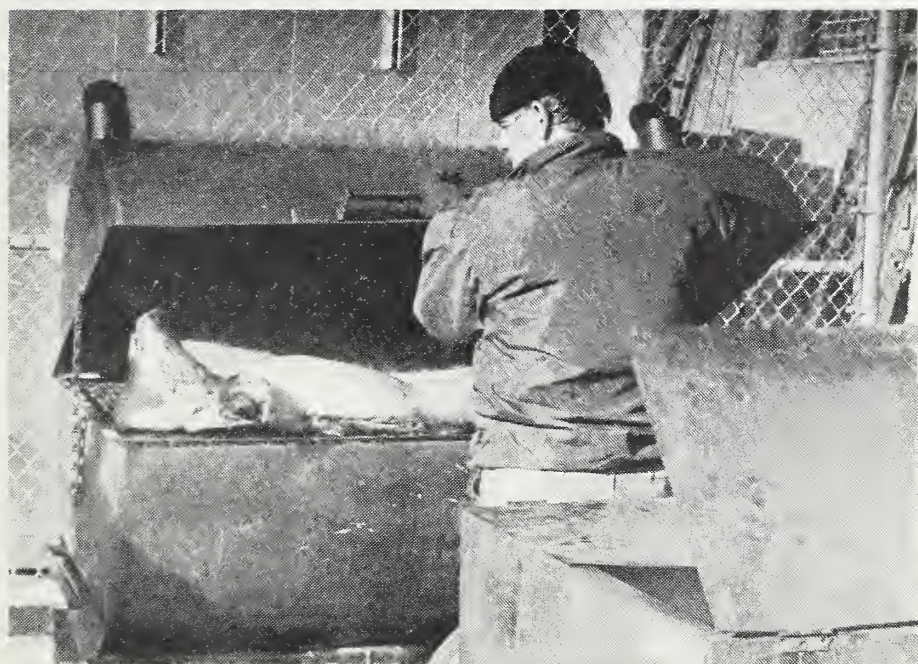
COURSE DESCRIPTIONS

		Lec.	Lob	Cr.
ECO 202	Principles of Economics II A continuation of Economics 201 with emphasis on international trade and finance, comparative economic systems, and current economic problems. Prerequisite: ECO 201 or instructor's permission.	5	0	5
EDP 104	Introduction to Data Processing Fundamental concepts and operations principles of data processing systems, as an aid in developing a basic knowledge of computers, prerequisite to the detailed study of particular computer problems. This course is a prerequisite for all programming courses.	3	2	4
EDP 105	Introduction to Basic Programming Introduces the student to the basic concepts of the basic language. Covers simple programming including LET and DATA statements, PRINT statements, GO TO, FOR NEXT and numeric and Alpha Numeric variables.	2	2	3
EDP 106	Basic Programming II Continuation of EDP 105 with emphasis on advanced techniques and programming.	2	2	3
EDU 201	Internship Each student will spend 15 hours per week for one quarter working in a classroom under the close supervision of a regular teacher. Activities will be directed and will relate to the kinds of things which Teacher Associates may be called upon to perform. Assignments will be made by Anson Technical College. Prerequisite: Completion of 90 hours credit in Teacher Associate Program.	1	15	5
EDU 203	Exceptional Child The study of children with developmental variations. Consideration is given to recognition of problems, community resources, and selection of appropriate activities for the child with exceptional mental or physical development.	3	0	3
EDU 204	Parent Education The study of ways to involve parents in a preschool center. Topics discussed include: the purposes and value of home visitation, and programs for parents including techniques of working with parents for the total development of the child.	3	0	3
EDU 227	Educating the Minority Student A study of minority groups, their characteristics, and problems of teaching and communicating with the disadvantaged minority student. Special attention is given to remedial programs designed for the culturally different student and/or educationally deprived student. A practicum experience is closely correlated with classroom activities so that the student may apply knowledge and skills to on-the-job learning situation.	3	0	3
EDU 231	Creative Activities Individual and group exploration of activities and media for promoting optimal self expression, aesthetic appreciation, and creativity in young children.	3	0	3
EDU 234	Audiovisual Instruction The scope of the course will include practical consideration involved in selecting, using and evaluating the use of educational media to be found in schools today. Experiences in the operation and proper care of audiovisual equipment and materials will be provided. The preparation of inexpensive, teacher-student made audiovisual material will also be stressed. Examples will be drawn from all subject fields and from all elementary levels of instruction.	3	0	3
EDU 235	Introduction to Reading Skills and Methods Survey of the readiness, word attack and comprehension skills taught in the elementary school and an examination of current materials and drill methods.	3	0	3

		Lec.	Lab	Cr.
EDU 236	Teaching of Reading	3	0	3
	A basic course in teaching reading. The materials and procedures used in modern school systems are studied. Attention is given to teacher-made materials for reading programs. Testing for readiness and achievement is emphasized. Use of behavioral objectives as well as description and prescriptive approaches to reading is also emphasized. Specific attention is given to differentiating instruction for both fast and slow learners.			
EDU 239	Current Issues in Education	3	0	3
	An investigation into issues which current American education. Students will individually or in groups investigate such issues as mainstreaming, the open classroom, competency testing and present their findings for class discussion.			
EDU 1026	General Studies I	10	0	10
	General Studies I is a developmental course designed to provide a program of highly individualized instruction in reading and writing including vocabulary and spelling, along with lessons in basic arithmetic and personal hygiene. Individual goals are established for each student and he is encouraged to move through the course at a level and rate consistent with his background and ability. Scheduling and organizing of the course content is highly flexible to enable the instructor to respond to the specific needs of each individual.			
EDU 1027	General Studies II	10	0	10
	General Studies II is a continuation of developmental topics in writing simple sentences and paragraphs, solving applied mathematical problems, and presenting human relations and situations. Individual goals are established for each student and he should progress at a level and rate consistent with his background and ability. Scheduling and organizing of the course content is highly flexible to enable the instructor to respond to the specific needs of each individual.			
ELC 1214	Direct Current	2	6	4
	A study of the electrical structure of matter and electron theory, the relationship between voltage, current and resistance in series, parallel and series parallel circuits. An analysis of direct current circuits of Ohm's Law. Will include a study of the sources of direct current voltage potentials, chemical, mechanical, heat and other sources.			
ELC 1215	Alternating Current	3	9	6
	A study of the fundamental concepts of the sources of alternating current and its characteristics. The use of Kirchhoff's Law in analysis of current flow, reactance, impedance. Phase angle, power and resonance. Details of circuits will be stressed.			
ELC 1216	DC Machines and Controls	2	6	4
	Provides fundamental concepts of construction in Direct current machines and controls. Emphasis placed on use of test equipment to determine current values and for the diagnosis of malfunctions in electrical equipment.			
ELC 1217	AC Machines and Controls	3	9	6
	Provides fundamental concepts in single and polyphase alternating current circuits, voltages, currents, power measurements, transformers and motors. Basic concepts of basic AC machines and controls. Testing procedures and repairs as needed in small appliances, switches, thermostats and motor control switching is emphasized.			
ELC 1219	Industrial Electrical Wiring	2	6	4
	Layout, planning and installation of wiring systems in industrial construction. Emphasis on blueprint reading and symbols, the National Electrical Code and the application of the fundamentals of practical experience in wiring, conduit installation and equipment hook-up.			
ELC 1224	Residential Wiring	3	9	6
	Provides instruction and application in the installation of wiring in residential ap-			

COURSE DESCRIPTIONS

		Lec.	Lab	Cr.
	lications such as: services, remote controls, lighting, fusing, wire sizes, branch circuits, conduits, National Electrical Code regulations in actual building mock-ups.			
ELC 1225	Residential Wiring Layout Layout and planning of residential wiring systems and circuits. Electrical blueprint reading will be taught.	2	6	4
ELC 1226	Commercial and Industrial Wiring Layout, planning and installation of wiring systems in commercial and industrial complexes, with emphasis upon blueprint reading and symbols, the related National Electrical Codes and the application of the fundamentals to practical experience in wiring, conduit preparation, and installation of simple systems.	3	9	6
		Lec.	Lab	Cr.
ELC 1310	Electrical Code — Single Family Housing The study and application of The National Electrical Code as it applies to single family housing.	3	0	3
ELC 1311	Electrical Code — Single and Multi-Family Housing The study and application of The National Electrical Code as it applies to single and multi-family residences.	3	0	3
ELC 1320	Electrical Code — Commercial The study and application of The National Electrical Code as it applies to commercial construction.	3	0	3
ELC 1321	Electrical Code — Industrial The study and application of The National Electrical Code as it applies to industrial construction.	3	0	3
ENG 1101	Reading Improvement Designed to improve the student's ability to read rapidly and accurately. Special machines are designed for class drill to broaden the span of recognition, to increase eye coordination and word group recognition and to train for comprehension in larger units.	2	0	2
ENG 1102	Communication Skills Designed to promote effective communication through correct language usage in speaking and writing.	3	0	3
ENG 101	Grammar Designed to aid the student in the improvement of self-expression in grammar. The approach is functional with emphasis on grammar, diction, sentence structure, punctuation, and spelling.	3	0	3
ENG 102	Composition Designed to aid the student in the improvement of self expression in business and technical composition. Emphasis is on the sentence, paragraph, and whole composition.	3	0	3
ENG 105	English Composition I The study and practice of expository writing. This course seeks to develop basic writing and organizational skills through attention to the principles of clear and effective self-expression and through the careful reading of selected prose essays and fiction.	5	0	5
ENG 106	English Composition II The study of imaginative writing through an introduction to types of literature, and the further development of an effective writing style through reflective and critical themes and the practice of research and presentation techniques. Prerequisite: ENG 105 or instructor's permission.	5	0	5



Photos by Lisa Fields

COURSE DESCRIPTIONS

		Lec.	Lab	Cr.
ENG 203	Business Communication Develops skills in techniques in writing business communications. Emphasis is placed on writing action — getting sales letters and prospectuses. Business reports, summaries of business conferences, letters involving credit, collections, adjustments, complaints, orders, acknowledgements, remittances, and inquiry.	3	0	3
ENG 204	Oral Communication A study of basic concepts and principles of oral communications to enable the student to communicate with others. Emphasis is placed on the speaker's attitude, improving diction, voice, and the application of particular techniques of theory to correct speaking habits and to produce effective oral presentation. Particular attention given to conducting meetings, conferences and interviews.	3	0	3
ENG 205	World Literature I A study primarily of Western literature, emphasizing the contributions of its greatest writers to both the representative culture and the subsequent tradition, through the Renaissance. Prerequisite: ENG 105 or instructor's permission.	5	0	5
ENG 207	Major American Authors A study of the lives and works of major authors in American literature, particularly Poe, Whitman, Melville, Twain, O'Neill, and Faulkner, and on examination of the related contexts of American culture, to which the work of these authors may be either a contribution or a response.	5	0	5
ENG 208	English Literature I A historical survey of English literature from <i>Beowulf</i> to the Restoration (1660), emphasizing such major writers as Chaucer, Sidney, Spenser, Shakespeare (lyric and narrative poetry), Jonson, Donne, and Milton.	5	0	5
GEO 201	Principles of Geography An introductory course which studies the earth and the environment of man, emphasizing the physical patterns of climate, landforms, soils and natural resources. Recommended as a background for all other courses in geography.	5	0	5
HE 102	Personal Health and Hygiene A course designed to meet the health knowledge requirements necessary to guide the student to a more healthful way of life.	3	0	2
HEA 102	Family, School and Community Health This course is the study of factors which influence physical and mental health. Topics covered include first aid, accident prevention, drugs, alcohol, environmental factors hazardous to health and communicable diseases. Attention will be given to practices which will aid the individual in maintaining good physical and mental health.	3	0	3
HIST 207	American History I A survey of the development of the American Nation, from the discovery of America to the outbreak of the Civil War to the present.	5	0	5
HIST 208	American History II A continuing survey of the development of the American Nation from the outbreak of the Civil War to the present.	5	0	5
ISC 102	Industrial Safety Problems of accidents and fire in industry. Management and supervisory responsibility for fire and accident prevention. Additional topics cover accident reports and the supervisor; good housekeeping and fire prevention; machine guarding and personnel protective equipment; state industrial accident code and fire regulations; the first aid department and the line of supervisory responsibility; job instruction and safety instruction; company rules and enforcement; use of safety committees; insurance carrier and the Insurance Rating Bureau; and advertising and promoting a good safety and fire prevention program.	3	0	3

		Lec.	Lab	Cr.
ISC 151	Textile Technology	3	0	3
	Textile Technology is designed to introduce a student to the materials and processes used in the textile industry. The course starts with consideration of the popular fibers used and progresses through the several stages in the manufacture of various types of yarn, the making of fabrics by weaving, knitting and other means, finishing, dyeing and printing of fabrics, and concludes with comparisons of characteristics among natural, regenerated and synthetic materials. Participants will gain a knowledge of and appreciation for the ingenuity and procedures practiced in our important textile industry as well as knowledge of its diversity of products.			
ISC 201	Industrial Organization and Maintenance	3	0	3
	Organizational structure for industrial management; operational and financial activities, including accounting, budgeting, banking, credit and industrial risk, forecasting of markets, selection and layout of physical facilities; selection, training and supervision of personnel as found in typical industrial organizations.			
ISC 202	Quality Control	5	0	5
	Principles and techniques of quality control and cost saving. Organization and procedure for efficient quality control. Functions, responsibilities, structure, costs, reports, records, personnel and vendor-customer relationships in quality control. Sampling inspections, process control and tests for significance.			
ISC 204	Value Analysis	3	0	3
	An opportunity to study procedures, conditions and products with the purpose of identifying and removing unnecessary cost by the use of sound decisions through a common sense approach.			
ISC 207	Foremanship Supervision	5	0	5
	The foreman's responsibility for planning, organizing, directing, controlling, and coordinating supervisory activities. It teaches the supervisor the basic functions of an organization and his responsibility in carrying out the objectives in accordance with the organization's plan. Included in the course are such topics as establishing lines of authority, functions of departments of units, duties and responsibilities, policies and procedures, and rules and regulations. Prerequisite: BUS 272 or instructor's permission.			
ISC 209	Plant Layout	3	2	4
	A practical study of factory planning with emphasis on the most efficient arrangements of work areas to achieve lower manufacturing costs. Layouts for small and medium sized plants, layout fundamentals, selection of production equipment and materials handling equipment. Effective management of men, money and materials in a manufacturing operation.			
ISC 210	Job Analysis and Evaluation	5	0	5
	This study is based on product studies as well as personnel and wage program. The course utilizes the study of product design, value analysis, materials and processes as an intricate part of productive procedures.			
ISC 211	Work Measurement	3	2	4
	Principles of work simplification including administration of job methods improvement, motion study fundamentals and the time study techniques. Use of flow and process charts; multiple activity charts, operation charts, flow diagrams and methods evaluation.			
ISC 220	Management Problems	3	0	3
	A study of personnel and production problems from the standpoint of the executive. Includes selection and development of products, control problems and techniques, development of standards, employee-employer relations, developing the executive staff. Case studies are utilized.			

COURSE DESCRIPTIONS

		Lec.	Lab	Cr.
ISC 232	Production Planning Study of plant direction, forecasting, product planning and control, scheduling, dispatching, routing, and inventory control. Case histories are discussed in the classroom, and courses of corrective action are developed.	5	0	5
ISC 250	Manufacturing Costs and Budgets Since all decisions in industry involve costs and plans involve budgets, this course is an introduction to the principles involved in this important area of plant management.	3	0	3
MAS 1204	Foundations Develop skill in use of tools — trowel, level jointer, line levels, brick hammers, etc. Layout of foundations, pour footing and construct walls. Standard wall structures such as 8 inch and 12 inch brick and brick and block combinations will be constructed with emphasis upon corner construction and plumbing walls with good joints throughout all construction. Student will study building material terms, specifications, blueprint and drawings related to foundation construction. Pilasters and column support by design will be constructed.	2	6	4
MAS 1205	Wall Construction Development of skill in uniform line and jointing of brick and other masonry materials in wall construction. Solid wall, brick-wood veneer, brick-block veneer construction will be used with special emphasis upon design corners and openings such as doors, windows and special casements specified for such openings. Lintels and wall ties and bonds will be taught and practiced.	3	9	6
MAS 1206	Blocklaying Construction block size material and strength will be studied. Layout and block placements with needed "ties" and reinforcements will be practiced in wall and other areas of block use. Joint line and size will be emphasized in block laying to produce a uniform finished block construction. Block size and weight specifications will require student to be able to read building drawings.	2	6	4
MAS 1207	Chimney Construction Fireplace and chimney building using standard brick, special fire brick, damper inset and flue lining. Student will learn how to design and build fire boxes and chimneys that draw properly. Special mantel and hearth specifications will be taught where exposures may create fire hazards. Multiple fireplaces and chimney flue requirements will be studied and formulas for each type and design will guide student in both exposed and inclosed chimney construction.	3	9	6
MAS 1208	Brick Veneers Brick veneer construction with wood frame, block and other forms of masonry walls. Practice in laying brick to another wall area with proper spacing and wall ties, will require student skilled in bricklaying for proper jointing corner formations. All opening trims where special brick forms are required. Laying brick to casements, special corner design and special lintels require good understanding of specifications and layout design.	3	9	6
MAS 1210	Ornamental Masonry The use of brick and stone in the construction of decorative walls, arches, walks and fireplaces. Techniques and materials used in the construction of ornamental masonry projects. Indoor stone and brick structures will be introduced and practiced in design and joint finish.	2	6	4
MAT 101	Technical Mathematics A study of topics including fundamental algebraic operations, applied geometry, volume and linear measure as well as fundamental mathematical concepts and operations, with simple application in the Technologies. Prerequisite: High School Math or instructor's permission.	5	0	5

		Lec.	Lab	Cr.
MAT 102	Mathematics for Elementary School Teachers This is a basic general concept course dealing with mathematics taught in the elementary school including sets, operations on sets and the development of the number system. Teaching methods related to basic math are also investigated. Prerequisite: High School Math or instructor's permission.	5	0	5
MAT 105	Introduction to College Mathematics The historical development of the numeral system, the properties and operations associated with decimal and non-decimal number systems; elements of logic and set theory are some of the topics included to provide a basis for investigation of the arithmetic and algebraic axioms of operations with the real number system in theory and application, inductive proof, mathematical systems, and systems of numerations. Prerequisite: 2 years High School Algebra or instructor's permission.	5	0	5
MAT 107	College Algebra A study of fundamental operations, sets, functions, sequences, series, and quadratic equations in two variables, complex numbers and theory of equations. Prerequisite: 2 years High School Algebra or instructor's permission.	5	0	5
MAT 108	College Trigonometry A course built on the modern definition of function, range and domain of function, terminal point, function, trigonometric functions, trigonometric identities, inverse trigonometric function, trigonometric equations, logarithms, right triangles, law of sines, law of cosines, vectors and polar coordinates. Prerequisite: High School Algebra or instructor's permission.	5	0	5
MAT 109	Precalculus This course will deal with relations, functions, exponential and logarithmic functions, circular functions, trigonometric functions, vectors in a plane, complex numbers and analytic geometry.	5	0	5
MAT 110	Business Mathematics A review of basic mathematics. An introduction to current practice in computing payrolls, commissions, discount and interest.	5	0	5
MAT 1101	Arithmetic & Measurements This course bridges the gap between a weak mathematical foundation and the knowledge necessary for the study of courses in advanced mathematics that are part of many curricula. Fundamentals of arithmetic will be covered. Measurement and metric system will be discussed and applied to trades.	5	0	5
MAT 1105	Fundamental Mathematics Emphasis is placed on practical shop mathematical problems dealing with formulas, square root, ratios, applied geometry, and geometric constructions. Concepts of linear and volume measure are included.	3	0	3
MEC 204	Manufacturing Processes A study of various manufacturing processes, the equipment, tools and materials used, the principles involved and the products produced. Films and field trips further introduce the broad subjects of Manufacturing.	5	0	5
MUS 100	Chorus Contemporary and traditional chorus singing.	0	5	1
MUS 230	Introduction to the Appreciation of Music The development of knowledge and understanding of good music. Emphasis given to the history of music, outside reading, forms of music found in different periods, listening, and the relationship of music to general cultural development.	5	0	5

COURSE DESCRIPTIONS

		Lec.	Lab	Cr.
MUS 236	Musical Activities for the Classroom This course is designed to present methods and media of teaching classroom music and musical activities for the elementary classroom.	3	0	3
NUR 1101	Basic Science This course is planned to give the beginning student an understanding of basic science principles and their relationship to practical nursing. This course includes study of the structure and functions of the human body, principles of food and nutrition and selected effects of microbiology as related to nursing.	5	4	6
NUR 1102	Orientation to Vocational Relationships This course is designed to assist the student in understanding herself, her vocation and the individual needs of her patients. Emphasis is placed on the development of appreciations and attitudes which will assist the student in understanding her role as a potential worker in nursing, in establishing effective relationships with her co-workers and patients, and in establishing realistic goals for herself in her personal and vocational development.	2	0	2
NUR 1103	Introduction to Patient Care This course is planned to provide the opportunity for students to gain a knowledge of the principles which are basic to effective and safe nursing care. Emphasis is placed on the development of the essential skills for the performance of those nursing measures that normally are the responsibility of the Licensed Practical Nurse. Lecture and planned class laboratory experience are followed by related clinical experience.	6	6	8
NUR 1104	Basic Principles of Drug Administration The basic concepts of drug therapy and an appreciation of the responsibilities and the necessary limitations of the Licensed Practical Nurse in the administration of medication are emphasized. Prerequisite: NUR 1101, NUR 1103.	3	0	3
NUR 1105	Care of Patients with Medical-Surgical Conditions I This course is designed to provide the student the opportunity to gain an understanding of the nursing needs of patients who have various medical-surgical conditions and to develop further understanding of the common drugs and therapeutic measures of concern to the practical nurse. Lecture and class laboratory provide the background for selected clinical experiences. Prerequisite: NUR 1101, NUR 1103.	4	0	4
NUR 1106	Obstetrics This course is designed to provide opportunities for students to acquire the knowledge, understanding and skill needed for rendering safe and effective nursing care to the maternity patient and newborn infant. Classroom instruction provides the background essential for planned clinical experience centered around analysis of nursing needs and formulation of a nursing care plan to meet the needs of the obstetrical patient. Prerequisites: NUR 1101, NUR 1103.	4	0	4
NUR 1107	Pediatrics This course is designed to provide opportunities for students to acquire the knowledge, understanding and skills needed for rendering safe and effective nursing care of infants and children. Classroom instruction provides the background essential for planned clinical experience centered around analysis of nursing needs and formulation of a nursing care plan to meet the needs of the pediatric patient.	4	0	4
NUR 1108	Care of Patients with Medical-Surgical Conditions II A continuation of NUR 1105. Prerequisites: NUR 1104, NUR 1105.	9	0	9
NUR 1110	Vocational Relationships This course is designed to orient the student to her role as a Licensed Practical Nurse. It includes the study of opportunities in practical nursing and the obligations and	2	0	2

Lec. Lab Cr.

responsibilities of the Licensed Practical Nurse as a person, a worker and a citizen. Relationships with other members of the health team to more fully achieve the goals of nursing are emphasized throughout the course. Prerequisite: Complete all NUR courses in previous quarters.

NUR 1111 Care of Patients with Medical-Surgical Conditions III

10 0 10

This course is designed to prepare the student for participation in the care of geriatric patients and seriously ill patients. Emphasis is placed on the assisting role of the Licensed Practical Nurse. Classroom instruction provides the background for planned clinical experiences. Prerequisite: Complete all NUR courses in previous quarters.

NUR 1112 Clinical Experiences: Medical-Surgical and Obstetrics

0 24 8

A general orientation to the hospital environment personnel, and to correct lines of authority. Emphasis is planned on professional conduct and grooming. Skills are developed in giving basic nursing care for medical and obstetrical patients. Written case studies and ward conferences are required. Prerequisites: Complete all courses in the first Quarter.

NUR 1113 Clinical Experiences: Medical-Surgical and Pediatrics

0 24 8

A continuation of NUR 1112 with additional development of skills to meet the needs of patients. Observing and recording of symptoms and signs of diseases with all age groups are experiences. Care of surgical patients is also emphasized. Field trips are planned that will increase the variety of patients observed. Prerequisites: Complete all courses in first and second Quarters and NUR 1112.



Photo by Reva Carpenter

COURSE DESCRIPTIONS

		Lec.	Lab	Cr.
NUR 1114	Clinical Experiences: Medical-Surgical and Geriatrics	0	24	8
	A continuation of NUR 1112, 1113, with emphasis placed on acquiring the practical skills to safely administer drugs. Clinical experience in emergency, coronary and intensive care nursing is stressed as well as geriatric nursing. Total patient care will be stressed. The effectiveness of learned skills will be individually evaluated. Prerequisites: Complete all courses in first, second, and third Quarters, NUR 1112, and 1113.			
PE 101	General Physical Education	2	0	2
	Designed to meet the needs and interests of freshman college students through physical fitness training and the development of fundamental skills in indoor and outdoor team and dual sports.			
PE 215	Individual Sports II	2	0	2
	A course designed to build skills and develop basic competencies and appreciations in tennis and badminton, so that the individual will participate in these activities both during his college years and in his post-college life.			
PHO 116	Basic Photography	1	4	3
	An introduction to the use of a 35mm camera and basic darkroom procedure. The principles of depth-of-field, shutter speed, exposure and focus are applied to actual photographic problems. Students will develop and print their own negatives.			
PHO 117	Optics and Accessories	2	4	4
	An in-depth study of the camera. Includes study of optics, shutters, filters, film and paper selection. Experience will include use of camera and darkroom for specific photographic applications. Prerequisite: PHO 116 or instructor's permission.			
PHO 118	Large Format Photography	2	4	4
	Advanced study of the 35 mm, 2¼ x 2¼, and 4 x 5 cameras. The course will concentrate on selecting the proper camera for specific applications. Includes an introduction to sensitometry. Prerequisite: PHO or instructor's permission.			
PHO 130	Color Camera	1	4	3
	A course of study in the procedures of color photography. Light, filters, exposure and film selection will be studied as they relate to color photography. Emphasis will be placed on the use of color slide materials. Prerequisite: PHO 116 or instructor's permission.			
PHO 132	Color Printing	2	6	5
	Chemistry, processing and printing of color negative material. Color film and paper characteristics. Prerequisite: PHO 116 or instructor's permission.			
PHO 140	Portrait Photography	1	4	3
	Techniques in photographing individuals, groups and animals in posed pictures; indoor and outdoor. Retouching in black and white and color. Prerequisite: PHO 116 or instructor's permission.			
PHO 141	Group Portrait Photography	1	4	3
	Techniques in photographing groups, large and small, in studio, in home, and outdoors. Emphasis will be placed on composition and making a "pleasing" arrangement. Prerequisite: PHO 116 or instructor's permission.			
PHO 210	Nature Photography	1	4	3
	A course of study that helps the student develop techniques for photographing natural environment. Emphasis will be placed on creating travel brochures, ecology posters and photography for pictorial, animal and plant magazines. Prerequisite: PHO 116 or instructor's permission.			

		Lec.	Lab	Cr.
PHO 212	Commercial Photography Techniques of preparing photographs of small products for advertising purposes. Emphasis will be on composition and originality. Prerequisite: PHO 116 or instructor's permission.	1	4	3
PHO 213	Commercial Machinery Photography Techniques of preparing photography of large machinery for advertising purposes. Emphasis is placed on idea development and its execution, and developing the student's professional abilities. Prerequisite: PHO 116 or instructor's permission.	1	4	3
PHO 214	Fashion Photography — Female Techniques and practices of producing fashion photographs for advertisements. Studio and natural light are used to flatter the model and emphasize the line and quality of the fashion. Prerequisite: PHO 116 or instructor's permission.	1	4	3
PHO 215	Fashion Photography — Male and Children Techniques and practices of producing Male and Children fashion photographs for advertisements. Studio and outdoor location work will be done in sport clothes and formal clothes. Prerequisite: PHO 116 or instructor's permission.	2	6	5
PHO 216	Architectural Photography — Exterior A course to teach the student the techniques of photographing buildings, homes, and industrial plants. Emphasis will be placed on correction of converging lines and good composition. Exterior work will be studied. Prerequisite: PHO 116 or instructor's permission.	1	4	3
PHO 217	Architectural Photography — Interior Techniques and practices in photographing interiors and homes, commercial buildings, and industrial plants. Emphasis will be placed on field trips to photograph buildings and structures. Prerequisite: PHO 116 or instructor's permission.	1	4	3
PHO 218	Photojournalism Special photographic techniques used in mass media publications. Emphasis is placed on techniques for taking pictures in any situation, but mainly news. Prerequisite: PHO 116 or instructor's permission.	2	6	5
PHO 219	Photojournalism — Sports Photography Techniques used in photographing sports events, indoors and outdoors. Emphasis is placed on developing the student's style or individuality. Prerequisite: PHO 116 or instructor's permission.	1	4	3
PHO 220	Photocopying Techniques of copying and restoring old photographs, documents, paintings, prints and art work. A study of work-up copy preparations. Prerequisite: PHO 116 or instructor's permission.	1	4	3
PHO 222	Special Process Photography A course designed to introduce the student to special photographic techniques including ultra violet, infrared, holograph, time lapse, photo-engraving and high speed photography. Prerequisite: PHO 116 or instructor's permission.	3	0	3
PHO 224	Photographic Illustration The use of specific darkroom and studio techniques to achieve unusual effects. Multiple exposure, tone separation, high-contrast imagery, photo-collage and multimedia. Prerequisite: PHO 116 or instructor's permission.	1	2	2
PHO 226	Industrial Photography Techniques and practices of documentation as applied to industry. Exploded views, photomicrography and high-speed photography as designed for industrial publications. Prerequisite: PHO 116 or instructor's permission.	1	2	2

COURSE DESCRIPTIONS

		Lec.	Lob	Cr.
PHO 229	Photojournalism — Photo-story and/or Photo-essay	1	4	3
	Techniques used in making a photo-story, photo-essay. Emphasis will be placed on human photography and developing the student's ability to "see" a picture. Prerequisite: PHO 116 or instructor's permission.			
PHO 250	Retouching and Oil Coloring	1	4	3
	An introduction to the concept of doing art work and retouching on both the photographic negative and print. An introduction to coloring photographs with transparent ails. Emphasis will be placed mainly on portraits. Prerequisite: PHO 116 or instructor's permission.			
PHY 100	Physics: Properties of Matter	3	2	4
	A fundamental course covering several basic principles of physics. The divisions included are solids and their characteristics, liquids at rest and in motion, gases and applications. Laboratory experiments and specialized problems dealing with these topics are part of this course.			
PHY 101	Basic Physical Science	4	2	5
	The purpose of this course is to give the student awareness and general understanding of his physical environment and the laws that govern it; to give greater meaning to many common phenomena by carefully defining the physical concepts that describe them; and help the student to realize the place of new developments within the physical description of the world and their impact on the framework of established principles. Prerequisite: High School Algebra or instructor's permission.			
PHY 102	Physics: Work, Energy, Power	2	2	3
	The major areas covered in this course are work, energy, and power. Instruction includes topics as statics, forces, center of gravity, and dynamics. Units of measurement and their applications are a vital part of this course. A practical approach is used in teaching students the use of essential mathematical formulas.			
PHY 103	Physics: Electricity	3	2	4
	Basic theories of electricity, types of electricity, methods of production, and transmission and transforming of electricity. Electron theory, electricity by chemical action, electricity by friction, electricity by magnetism, induction voltage, amperage, resistance, horse-power, wattage, and transformers are major parts of the course.			
PHY 1101	Science and Matter and Measurement	2	2	3
	An introduction to the scientific method of physical principles and their application in industry. Topics in this course include measurement in Science, heat, energy, properties of solids, liquids and gases.			
PHY 1102	Science of Magnetism, Mechanics and Electricity	2	2	3
	This course continues introducing the basic concepts of applied science. Topics introduced in this course are principles of force, matter, work, energy, magnetism, electricity and power.			
PHY 1215	Applied Electronics	2	2	3
	Basic electronics, circuitry, component identification and application, utilization of that equipment (Volt-Ohmmeter, Oscilloscope, etc.) and trouble shooting on needle positioners, thread trimmers and work aids.			
POL 201	United States Government	3	0	3
	A study of government with emphasis on basic concepts, structure powers, procedures and problems.			
POL 202	American National Government	5	0	5
	An introductory study of: (1) the basic concepts of political science, (2) a brief history and the basic principles of the constitution, (3) the structure, functions of, and the			

		Lec.	Lab	Cr.
	relations between the legislative, executive and judicial branches of the national government, and (4) the relations between the national and state governments.			
PRN 155	Line Offset Camera A study of the industrial offset camera, camera parts and functions, adjustments of lens, chemical preparation, and line copy photography. Instruction will also include the use of the proportional scale, reduction and enlargement of copy, and negative handling and preparation.	2	6	4
PRN 156	Halftone-Offset Camera This course is a complete study of halftone photography. Copy preparation, camera settings and adjustments, flashing operations, and developing methods involved in halftone photography will be emphasized. The student will learn to use the gray scale, contact screen, and screen tint through extensive project work.	2	6	4
PRN 157	Offset Darkroom Techniques A study of darkroom techniques used to produce negatives used in multicolor printing. The student will learn to prepare duotones and "foke" duotones. Emphasis is placed on the contact screen, screen angles, and problems arising in the production of duotones.	2	6	4
PRN 158	Darkroom Special Effects This course is a concentration on special Darkroom effects which may be utilized by the professional printer to enhance his work.	2	6	4
PRN 161	Offset Press An introduction to the offset press room. Plate making procedures, stripping, apauing, press set up and operation will be taught. Press set up, clean up and maintenance will be stressed. The student will be expected to produce several line copy projects on the A. B. Dick 320 offset press.	2	6	4
PRN 162	Halftone Presswork This course consists of press operations used in the production of halftone copy. Masking, plate making and perfect registration will be emphasized. Projects in halftone presswork will be produced on A. B. Dick, Davidson, Richo, and other presses. Instruction will also include film presentations on halftone preparation.	2	6	4
PRN 163	Color Printing A course emphasizing color coordination, perfect registration, and plate preparation required to produce multi-colored prints. Special attention will be given to the production of "fake" duotones and duotones. Instruction will also include film presentation on color printing.	2	6	4
PRN 164	Special Press Operations This course is a concentration on special effects produced in the press room. The course will cover the printing of posterization and texture tints. Projects will include experimentation in special effects using a moire pattern. Films on posterization will be presented to the class.	2	6	4
PRN 171	Estimating Proper selection of materials and methods, and the budgeting of printing jobs will be taught. Production, cost estimating, and selling price estimating will be emphasized.	3	0	3
PRN 201	Printing Processes An introduction to the mechanics of printed reproduction in its various forms. Graphic arts terminology and techniques. Physics requirements of art work for reproduction. A survey of existing printed materials and production requirements.	2	2	3
PRN 210	Printing Organization & Planning A course to familiarize the student with the procedure for taking inventory, ordering	3	2	3

COURSE DESCRIPTIONS

		Lec.	Lob	Cr.
	supplies and equipment, and setting up and designing a print shop. Each student will be required to design, organize and fill out supply and equipment requisitions needed to begin a photo-offset print shop. Prerequisites: PRN 155-158 and PRN 161-164 or instructor's permission.			
PRN 220	Screen Printing Processes	1	4	3
	This course is a complete study of silk screen printing methods. Paper stencils, hand-cut stencils and photographic stencils will be produced. The student will be able to make and repair his own screens upon completion of the course.			
PRN 240	Printing Plant Maintenance	1	4	3
	Upon completion of this course the student will be able to "troubleshoot" and repair dorkroom, platemaking, printing and finishing equipment. Daily and weekly oiling and maintenance schedules will be developed for all equipment. Prerequisites: PRN 155-158 and PRN 161-164 or instructor's permission.			
PSY 101	Introductory Psychology	5	0	5
	A systematic survey of psychology as a social science. Specific subject matter includes physiological basis of behavior, growth, motivation, learning, and individual differences.			
PSY 102	Developmental Psychology	5	0	5
	A survey of the psychological development of the child through adolescence. Fall and Spring. Credit, 3 semester hours.			
PSY 112	Personality Development	3	0	3
	Designed to help the student recognize the importance of the physical, intellectual, social, and emotional dimensions of personality. Emphasis is placed on grooming and methods of personality improvement.			
PSY 113	Observing Child Behavior	3	0	3
	In this course each student will visit a number of agencies to observe and record the behavior of the young child. A specific observation focus for each visit will include questions on the young child as on individual in the group and in relation to his environment.			
PSY 206	Applied Psychology	3	0	3
	A study of the principles of psychology that will be of assistance in the understanding of inter-personal relations on the job. Motivation, feelings and emotions are considered with particular reference to on-the-job problems. Other topics investigated are: employee selection, supervision, job satisfaction, and industrial conflicts. Attention is also given to personal and group dynamics so that the student may learn to apply the principles of mental hygiene to his adjustment problems as a worker and a member of the general community.			
PSY 207	Personal Stress Management	3	0	3
	Stress will be defined and analyzed in relation to effects upon behavior, how stress can lead to distress and the destructive physiological effects of stress adaptation diseases. Attention will be directed toward individual differences of how and why stressors affect people different ways. Special forms or techniques to relieve stress such as meditation desensitization, and running will be discussed and analyzed to assist an individual in developing personal coping strategy.			
PSY 1101	Human Relations	3	0	3
	A study of basic principles of human behavior. The problems of the individual are studied in relation to society, group membership, and relationships within the work situation.			

		Lec.	Lob	Cr.
SOC 201	Introduction to Sociology	5	0	5
	A study of the characteristics of human society; interrelationships of personality, society and culture; analysis of factors associated with development of man's group life and social environment; the influence of social structure upon individual behavior.			
SOC 211	Marriage and Family	3	0	3
	This course is designed to aid the student in understanding marriage and family living. The student will study marriage and family relationships and the role families play in the development of children.			



Photo by Reva Carpenter

COURSE DESCRIPTIONS

		Lec.	Lab	Cr.
SOC 214	Problems and Issues in Social Services	3	0	3
	This course identifies the problems, issues, and concerns to which social services are addressed. Emphasis is on the historical perspective of social welfare developments in the United States and current issues in today's social service delivery system.			
SOC 216	Introduction to Social Services	3	0	3
	This course is designed to introduce the student to those institutions, public and private, which perform designated social service functions in society. Agencies may include those whose primary function is financial assistance, corrections, mental health services, and child welfare services. Examination is made of social intervention methods utilized to solve social problems.			
SOC 217	Juvenile Delinquency	3	0	3
	This course examines the causes of juvenile delinquency and some theories and methods of prevention. Emphasis is placed on studying those agencies which perform services to juvenile delinquents and the treatment process used in the rehabilitation.			
SPA 101	Beginning Spanish	5	0	5
	An introduction to the language through drill in pronunciation, vocabulary, syntax and conversation.			
SPA 102	Intermediate Spanish	5	0	5
	Continued study of the language with emphasis on conversation, literature and customs of Spanish speaking countries. Prerequisites: SPA 101 or instructor's permission.			
SPE 101	Speech Fundamentals	5	0	5
	An introduction to the nature and fundamentals of speech; a study of its principles; practice in the development of good habits.			
SSC 201	Social Service Practicum I	1	15	5
	Supervised experience working in Social Service Agencies will provide the student with knowledge of the daily operations of Social Service Agencies. Each student will be assigned tasks that are representative of the nature of the agency and will include personal work with clients, working with records, and forms and the routine duties of the office. Appropriate assignments will be made. Prerequisite: Student must be in the 5th quarter of the Social Service Associate Program.			
SSC 202	Social Service Practicum II	1	15	5
	A continuation of SSC 201 with the assumption of greater responsibilities. Appropriate assignments will be made. Prerequisite: SSC 201.			
SSC 205	American Institutions	3	0	3
	A study of the effect of American social, economic, and political institutions upon the individual as a citizen and as a worker. The course will dwell upon current local, national, and global problems viewed in the light of the political and economic heritage.			
TEX 1201	Lockstitch Machines — Stitch Class 300	1	4	2
	This course will include a study of the component parts of the lock-stitch machine — stitch class 300. It will include the parts of the rotary hook, thread handling while forming the stitch, rotary hook timing and adjustment, feed adjustment, sewing adjustment, stitch change-feed timing, and the lubrication system.			
TEX 1202	Zig Zag Machines	1	4	2
	The study of nomenclature, timing, diagnosis and trouble shooting techniques, and safety practices associated with Zig Zag machines.			

		Lec.	Lab	Cr.
TEX 1203	Button Sew & Bar Tack Machines Principles and functions of Button Sew & Bar Tack Machines: Timing, adjustments for button size, trouble shooting, stitch formation and general repair. Procedures will be studied.	1	4	2
TEX 1204	Buttonhole Machines Construction and operation of buttonhole machines, timing and adjustments, set up for various size buttonholes, general repair procedures, safety practices, and trouble shooting.	1	4	2
TEX 1211	Chain Stitch Machines — Stitch Class 400 This course will cover the description and formation of the 401 stitch. It will include the threading and principle components of the 401 stitch machines with: Adjustments, thread control, chaining, identifying and correcting improper stitches, thread breakage, lubrication and installation.	1	4	2
TEX 1212	Overedge Machines — Stitch Class 500 Introduction to the 504 overedge, overlock, or merrowing machine. Practical job instruction is included in the formation of the stitch, assembling and adjustments of the tension post, needle thread pull-off cam, looper thread pull-off cam, timing, feed dog adjustment, lubrication and installation.	1	4	2
TEX 1213	Flat Seam Stitch Machines — Stitch Class 600 Principles, components, and formation of the 600 stitch will be studied. Synchronization, needle bar alignment, looper drive lever stud positioning, needle bar height, feed dogs, differential feed ratio, spreader adjustment, and looper thread controls, identification and correction of improper stitches, lubrication and installation will be covered.	1	4	2
TEX 1214	Folders, Gauges, and Attachments This course will be an introduction to the proper maintenance, repair, and adjustment of various folders, gauges, and attachments.	1	4	2
TEX 1216	Motor Maintenance and Repair The study of nomenclature, adjustments and maintenance, removal and replacement of clutch, drives, pulleys, belts, general repair procedures, set up of machine stands, electrical connections, and safety practices.	2	4	3
WLD 1101	Basic Gas Welding Welding demonstrations by the instructor and practice by students in the welding shop. Safe and correct methods of assembling and operating the welding equipment. Practice will be given for surface welding; bronze welding, silver-soldering, and flame-cutting methods applicable to mechanical repair work.	0	3	1
WLD 1102	Basic Arc Welding Welding demonstrations by the instructor and practice by students in the use of the arc welding process to fabricate steel. Welded joints are discussed and welded in various positions. Care and maintenance of the arc welder are applied in this course.	0	3	1
WLD 1103	Refrigeration Welding Special welding and brazing processes applicable to refrigeration repair work. Practice will be given in silver soldering, aluminum brazing, and other specialized soldering-brazing techniques. Emphasis is to be placed on joining dissimilar metal tubing, to include copper to steel, brass to aluminum and copper to aluminum. Inert gas welding of aluminum will also be incorporated during the course of study.	1	3	2
WLD 1220	Oxyacetylene Welding and Cutting Introduces the principles of oxyacetylene welding, cutting and the equipment used in each process. Welding procedures used in forming beads, joint fusion and positions	3	9	6

COURSE DESCRIPTIONS

		Lec.	Lab	Cr.
	of welding base, flat, vertical, horizontal and overhead positions. Safety procedures are stressed in the use of all tools and equipment. Mechanical tests will be made of all samples to insure quality.			
WLD 1221	Oxyacetylene Welding and Pipe Provides instruction and intensive practices in position flame welding of butt joints using heavy gauge metals. Pipe joints will be welded by rolling in the flat position turned in the vertical and the fixed position. Testing will insure proper strength and bead fusion.	2	6	4
WLD 1223	Shielded Metal Arc Welding I Introduces operation of AC rectifier-transformer and DC electric arc welding machines. Studies and practices of welding currents, polarities, electrode identification and characteristics of mild steels. Joint designs and the welding blueprint symbols used to designate the welding procedure will be learned. Mechanical testing will help student produce good weldments. Safety methods to protect welder will be emphasized.	2	6	4
WLD 1224	Shielded Metal Arc Welding II Provides study and extensive practices using various types of arc welding machines. Weldments with different types of electrodes and joint design. Low hydrogen and special alloy electrodes will be used and welds tested to aid welder to choose proper electrode for a particular joint or metal. Blueprint for welding will be given.	3	9	6
WLD 1226	Shielded Metal Arc and Pipe I Extensive practices welding butt joints in the horizontal, vertical and overhead positions. Special attention will be given to weld penetration, fusion and finish contour. Student will perform guided bend and tensile strength tests to insure quality welds. Butt pipe welds will roll procedure and fixed horizontal position in fixed position will be made.	2	6	4
WLD 1227	Shielded Metal Arc and Pipe II Introduction to electric arc welding medium carbon steel. Special electrodes and welding procedures that make difficult welding practical will be practiced. Student will weld low, medium carbon steels, cast and wrought steels. Extensive practice in welding pipe to specifications and in fixed position. Student will prepare joint, set up pipe, select welding ring and weld to specifications. Sampling and testing will be practiced to insure proper weld properties.	3	9	6
WLD 1228	Testing and Inspection The standard methods for mechanical testing of welds. The student is introduced to the various types of tests and testing procedures and performs the details of the test which will give adequate information as to the quality of the weld. Types of tests to be covered are: bend, free-bend, guided-bend, notched-bend, tee-bend, dye penetrant and tensile testing.	1	3	2
WLD 1230	Advanced Welding Process I Introduction to special processes using inert shielding gases. Tungsten inert gas (TIG) and metal arc gas (MIG). Special machines and procedures related to inert gas shielding will include current factors, gas to metal requirements, gas combinations and mixture percentages. Student will study properties and characteristics of metals, tempering and heat as they affect weldments also, jigs and fixtures used in welding.	2	6	4
WLD 1231	Advanced Welding Processes II Study and extensive practice in welding cast iron, aluminum, stainless steels, high carbon steels and copper. Preheating, backing, shielding and fixtures needed to hold weldment will be introduced. Repair welding using one or more processes will be emphasized. Special attention will be given certification practices and other requirements called for in the welding industry.	3	9	6

Community Services



Photo by Tommy Smith

Index

COMMUNITY SERVICES DIVISION

Anson Technical College is dedicated to providing a broad range of educational and training programs. It offers everyone an opportunity to further their education, to improve their individual efficiency, to enrich their cultural lives, and to help them become more effective members of their community. Anyone 18 years of age or older is eligible to participate in the interesting variety of courses and programs offered by the Community Services Division.

GENERAL INFORMATION

The Continuing Education program is a flexible one. Classes are offered for people who wish to earn a high school diploma; for those wishing to learn new skills, or upgrade themselves; and for those with special and general interest. Thus, courses range from adult literacy training through high school diploma preparation and college preparatory classes. Supervisory training is also provided in cooperation with local industry and business. Persons desiring classes in any particular field that Anson Technical College has not offered should contact the Community Services Division. They will be happy to work with you in any way.

Classes are scheduled at various times on campus and at locations throughout Anson County and surrounding areas. Classes are organized on a basis of need, interest, and availability of suitable instructors and facilities. A full program is offered with classes usually meeting once or twice a week — from two to three hours — each session. Enrollment may be completed at the first class. Anyone enrolling after a class has been organized does so at the first class attended. A certificate of attendance is awarded upon 75 percent attendance in the class.

A standard registration fee of \$5.00 is the only instructional cost, although there are costs for books, supplies, materials, tools or instructional equipment used in some of the courses. Accident insurance is available for all students, and may be required for certain courses.

ADULT BASIC EDUCATION

The Adult Basic Education program of Anson Technical College is designed to provide for the fundamental educational needs of adults 18 years of age or older. Instruction is given in speaking, reading and writing the English language; arithmetic; science; and social studies. Each class allows the individual to achieve his goals at his own pace.

The classes offer quality education to be used to enrich personal lives, enhance employment potential, and make citizens more valuable members of the community. Many students qualify to earn high school diplomas through community classes.

DISADVANTAGED AND HANDICAPPED

Anson Technical College strives to reach every segment of the people in our area. One area of concentration is on the Disadvantaged and Handicapped persons or those that need specialized training in obtaining some source of income.

NEW AND EXPANDING INDUSTRY

Anson Technical College, assisted by the Industrial Services Division of the Department of Community College is able to design and administer programs for training the new employees required by a new or expanding industry.

The purposes of this program are to promote orderly industrial growth and to train the citizens of our area to qualify for newly created employment opportunities.

In some cases, Anson Tech is able to assist an industry with an in-plant training program in order to train his employees for a newly created job or changes made in present ones.

G.E.D. TEST

Anson Technical College provides training in the five areas covered by the examination both through the learning laboratory and organized classes. GED Preparation classes are made available to the public at various times and places through Anson County. Upon request, the Community Services Division will schedule classes to meet the immediate need of the community or any group.

GENERAL ADULT EDUCATION

The Community Services Division strives to offer a wide array of courses that appeal to every segment of Anson County's population. These courses are offered for adults who desire personal or cultural enrichment, self-improvement, or the development of an avocational interest. Included in this program are courses in Consumer Education, Home and Family Life, Senior Citizen Education, the Fine and Performing Arts, Home Economics and certain Business Education courses.

OCCUPATIONAL EXTENSION EDUCATION

This classification of Continuing Education encompasses the area of learning which includes Fire Service Training, Emergency Medical and Health Services, Supervisory Development Training, Hospitality Education, Law Enforcement Training and Business Education. These courses are offered from time to time for individuals desiring short-term training, retraining or upgrading in vocational and professional areas. Other types of courses may be offered to meet expressed needs of the community when evidence of these needs is presented to the Community Services Personnel.

HUMAN RESOURCES DEVELOPMENT

The Human Resources Development Program which is a part of the Community Services Division is designed to give individualized assistance in upgrading one's educational level and in preparing one to become a more promising candidate in the community and the world of work.

This program is available for the unemployed people who have the desire

COMMUNITY SERVICES DIVISION

to advance and become gainfully employed. Each person will receive assistance in various things such as:

- Setting goals
- Problem solving
- Becoming self-confident
- Job preparation
- Educational improvement

Assistance will also be available in job placement, although employment is not guaranteed.

For additional information contact the Community Services Division at:

Anson Technical College
Community Services Division
117 South Greene Street
Wadesboro, NC 28170
704/694-6505



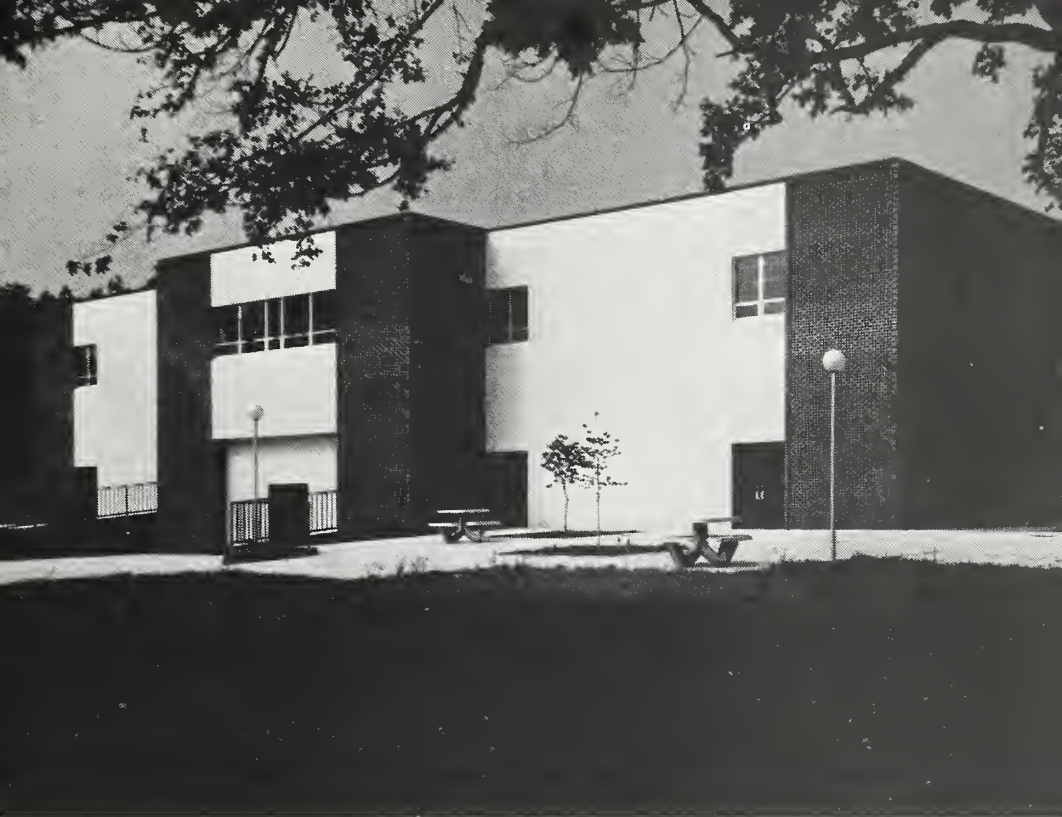
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Academic Calendars.....	6
Academic Policies.....	28
Accident Insurance.....	23
Accounting.....	52
Activity Fee.....	22
Administration.....	10
Admission Policies.....	18
Admission Procedures.....	18
Advisors.....	30
Agriculture Technology.....	54
Alumni Association.....	35
Attendance Policy.....	30
Audiovisual Services.....	48
Automotive Body Repair.....	94
Automotive Mechanics.....	96
Board of Trustees.....	9
Brick Masonry.....	98
Business Administration.....	56
Classification.....	28
Class Rings.....	34
College Center.....	36
Commercial Art — Advertising.....	59
Commercial Art — Design.....	60
Commercial Art — Illustration.....	61
Commercial Carpentry.....	100
Community Services.....	158
Adult Basic Education.....	158
Disadvantaged and Handicapped.....	158
General Adult Education.....	159
Human Resources Development.....	159
New & Expanding Industry.....	159
Cast.....	158
Enrollment.....	158
Counseling.....	34
Course Auditing.....	30
Course Descriptions.....	116
Course Load.....	28
Course Substitution.....	32
Credit By Examination.....	31
Dean's List.....	31
Diesel Mechanics.....	102
Drop/Add and Withdrawal Procedure.....	29
Electrical Installation and Maintenance.....	104
Faculty and Staff.....	10
Financial Aid.....	24
Funeral Services.....	62
G.E.D. Testing (High School Equivalency).....	48
General Education Degree.....	64
General Information.....	15
General Office Technology.....	80
Grading System.....	28
Graduation Requirements.....	32
Heating, Ventilating and Air Conditioning — Diploma.....	106
Heating, Ventilating and Air Conditioning — Technology.....	66
Health Services and First Aid.....	36

History.....	16
Industrial Management	68
Job Placement	34
Late Registration Fee.....	22
Learning Laboratory	48
Learning Resource Center	48
Library.....	48
Licensed Practical Nurse	108
Marketing and Retailing.....	70
Nursing Admissions Policy	20
Nursing Health Progress Policy	20
Objectives	16
Open Door Policy	
Orientation.....	34
Photography — Architectural	73
Photography — Commercial	74
Photography — Fashion	75
Photography — Journalism	76
Photography — Portrait.....	77
Printing — Diploma	110
Printing Management.....	78
Probation Policy.....	29
Purpose.....	16
Quarter System	28
Readmission.....	30
Refunds.....	22
Registration	28
Repeating A Course	32
Residence Classification.....	23
Scholarships	
Secretarial Science — Executive	80
Secretarial Science — General Office Technology	82
Secretarial Science — Legal	84
Secretarial Science — Medical.....	86
Senior Citizens.....	23
Sewing Machine Mechanic	112
Smoking.....	34
Social and Cultural Activities	34
Social Services Associate	88
Student Association.....	34
Student Association Constitution.....	41
Student Conduct	36
Student Classification	28
Student Due Process	37
Student Housing	36
Student Records.....	33
Supervised Directed Study	31
Teacher Associate	90
Transfer Credit	18, 32
Transcripts	33
Tuition.....	22
Unclassified Student Status	18
Veterans.....	31
Welding	114



Leonidas Lafayette Polk, founder of Polkton, was a noted agrarian crusader. After returning from the Civil War, he founded a local newspaper, was national president of The National Farmer's Alliance, founded the **Progressive Farmer**, and was North Carolina's first commissioner of agriculture. L. L. Polk also had a strong interest in education and was instrumental in starting several colleges in the state.



Photos by Anson Technical College Photography Department

ANSON TECHNICAL COLLEGE LEONIDAS L. POLK CAMPUS

